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To: All State and Local Purchasing Professionals

You are invited to attend the following webinar:

**Webinar:** **Truck Chassis and Truck Bodies**  
**Date:** Tuesday, January 8, 2019  
**Time:** 10:00 AM – 11:00 AM  
**Registration:** <https://attendee.gotowebinar.com/register/542248743938247426>

This webinar will present information on Statewide Contract #99999-001-SPD0000138 **Truck Chassis and Truck Bodies** General guidelines for purchasing Mass Transit vehicles will be discussed during this webinar.

This invitation contains all the information you will need to participate in the webinar online.

#### **About the webinar technology:**

The webinar has both a visual and an auditory component, and you will need to log in to a website to view the presentation. You will need access to a computer with a sound card and speakers to hear the audio. Alternatively, you may dial into the webinar audio at a number specified upon registration with a PIN provided during login. ***You may incur long-distance charges using the dial-in option.***

#### **Preparing for the webinar:**

To participate in the webinar, you will need to download the GoToMeeting software.

- To do this, select the link below and follow the prompts to download the webinar program.
- It may take 5-10 minutes to complete this, so please log into the conference at least 15 minutes before the start time of the webinar or perform the download in advance.
- If the webinar software was successfully downloaded, you will see an orange flower in the tool tray located in the bottom right corner of your screen.

#### **Attending the webinar:**

The day of the webinar, you will be able to enter a session 15 minutes before the start time.

- Register **in advance** at the link provided below. Once you register, you will receive an email confirmation with instructions about how to log on to the meeting.
- Please enter your first and last name when prompted.
- An attendee quick reference guide is provided for your convenience and the speaker will provide more instructions at the beginning of each session.



After registering, you will receive a confirmation email containing information about joining the webinar.

1. Click to start and join at the specified time and date:

<https://register.gotowebinar.com/register/542248743938247426>

Note: This link should not be shared with others; it is unique to you.

2. Choose one of the following audio options:

**TO USE YOUR COMPUTER'S AUDIO:**

When the Webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

-- OR --

**TO USE YOUR TELEPHONE:**

If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.

United States: +1 (213) 929-4212

Access Code: 707-754-625

Audio PIN: Shown after joining the webinar

Sincerely,

**Billy R. Gilbert**

Category Manager

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