



WITS 3 Audio and Net Conferencing Reservation Process

Audio Conferencing

Instant Meeting is the recommended audio conferencing tool. Instant Meeting is a reservation-less audio conferencing service ideal for small staff meetings, spontaneous events such as crisis management, or to pull teams together for rapid decision-making. This service is available 24 hours a day, 7 days a week, 365 days a year.

Net Conferencing

With Net Conferencing from Verizon, you can create an efficient and engaging online experience to vastly improve the effectiveness of your meetings. Train remote employees, conduct online seminars, demonstrate software, tour web sites, and manage cross-functional projects all with the use of your PC and an internet connection.

Verizon Conferencing offers several flavors of Net Conferencing services. Please visit our Customer Resource Center at <http://www.mymeetings.com>, where you will find a variety of information on all our services. We invite you to register for a free training session, view one of our many "how-to" tutorials, or download a user guide.

To subscribe to Instant Meeting, Net Conferencing or to make a reservation for your next conference:

1. Dial WITS 3 Conferencing Reservations - Toll Free 1-800-308-5238
2. Provide Authorization Code
3. Provide your Billing Agency Code (BAC)

Note: If you do not know your Authorization Code or Billing Code, please refer to your Designated Agency Representative (DAR).

For high visibility calls that require operator assistance or advanced conference features you can also use Verizon's:

- Premier Level Service - ideal for high-level meetings, focus groups, press conferences, public announcements, presentations to large groups, or other events that require a dedicated meeting manager to handle your call from start to finish.
- Standard Level Service - ideal for medium-sized group meetings, such as staff and committee reviews, training sessions, and program meetings.

Verizon Conferencing provides a comprehensive product offering that combines best-of-class technologies, ease of use and meeting planning expertise -- all to provide you with a productive, convenient, and effective web conferencing experience.

For your convenience conferencing resources are provided below.

Verizon Conferencing Contacts

Conferencing Customer Relations: Manage all customer service inquiries:
1-800-475-0600 or customerrelations@mymeetings.com.



Conferencing Product Help Desk: Manage all product related questions.
1-800-857-8777 or chicago-phd@verizon.com

Conferencing On-Line Technical Support: Manage all on-line technical related issues; such as password resets.
1-866-449-0701 or nettech@verizon.com

Conferencing Reservations: Available if you need to schedule an operator assisted call or if you need to cancel or modify an existing call or IM subscription.
1-800-308-5238 or vzn-conf@verizon.com

If you have additional questions or are ready to get started with Audio or Net Conferencing, please contact Conferencing Customer Relations.
1-800-475-0600 or customerrelations@mymeetings.com.