



OMCB

OREGON MORTUARY & CEMETERY BOARD

Regulating Death Care Facilities & Practitioners in Oregon.

OMCB Virtual Meeting Instructions

As part of our strategic objective to increase accessibility to the Board and Board meetings, the Oregon Mortuary and Cemetery Board (OMCB) is piloting a new service which will allow you to virtually attend our general session meetings! You've told us that sometimes it's hard to get away--especially for those of you outside of Portland--and that you needed other means of local participation.

OMCB will be using a combination of a toll free teleconference line plus an optional web-based tool allowing you to see any documents being discussed in general session. Upon successful completion of this phase of the pilot, we expect to be able to add video of the proceedings as well.

Please follow the instructions below to access the meeting remotely. Please note that during the pilot, we will be limited to a maximum of 50 remote attendees. If you attempt to access the meeting and receive an error message, that means all lines are already in use. Please accept our apologies and PLEASE contact our office to let us know you were unable to access. This will help us make sure we have sufficient lines in the future.

We also welcome any additional feedback you have on the pilot and the new OMCB Virtual meeting service.

How to Attend an OMCB Virtual Meeting

Prior to the meeting

1. You will receive a meeting agenda as you normally do. If the meeting will have the Virtual OMCB option, the agenda will contain a link and login info for the session, as well as a teleconference phone number and access code.
2. If you have not used iLinc on your computer before, you will need to do a compatibility. **This should be done prior to the actual session, to avoid delays when trying to join the session.**

Attending the Virtual Meeting

3. Dial in to the conference line with the conference line number and passcode provided in the agenda. If you cannot find this, please see a copy of the meeting agenda on our website at <http://www.Oregon.gov/mortcem> or call 971.673.1500.
4. If you would also like to view any documents being discussed online in addition to listening in on the teleconference, please follow the link in the agenda to the iLinc session. You will be asked to provide your first and last name, as well as your work related e-mail address (a). Fill in the information and click the Submit button (b).

- a. If you already have an account with iLinc, you may be asked if you would like to sign on with that profile, or to Join as New (c). Either option is okay.

Join Session

Enter the information and then click the "Submit" button.

DAS - EISPD - ADHOC OPEN SESSION FOR E-GOV HELP DESK
 (* required)

* First Name:

* Last Name:

* E-mail Address:

a

b

Submit

Attention

Select from the list of users and click the "Submit" button or click the "Join As New" button.

c

	First Name	Last Name	Login ID
<input type="radio"/>	Heather	Burks	Heather.Bu

Join As New Submit Cancel

Either option will work

5. The iLinc application will begin to load on your computer. This will take a few moments.
6. You will be asked if you would like the system to call you, or if you would like to call into the conference line. Since you should already be connected to the conference line (step 3 above), you can ignore this box and click on the "x" in the top right-hand corner of the box to close it (see image to the right).
7. You are now connected to the session. You can now sit back, listen to the session and watch your screen.

Welcome to iLinc!

You can join the teleconference portion of this session at the following number:

Call me at:

(Direct dial only)

Dial into the teleconference.

Primary Dial-In: 1-719-234-7800
 Passcode: 573955

Once the leader has joined and you have been placed into the teleconference, enter your unique identifier and follow the voice prompts.

Unique Identifier: *29 703#

OK

x

Exiting a Meeting

8. When you are ready to leave the session, click on the 'x' in the browser window at the top right-hand of the screen. This will close your screen and browser and allow you to exit.



9. Hang up the phone to be disconnected from the conference line.