



# AGENDA

## Office of Emergency Services CalSCIP Regional Briefing

December 3, 2007 | 10:00 AM to 12:00 PM

Office of Emergency Services | 3650 Schriever, Mather, CA 95655

Call in Phone Line: 888-283-5324 | Pass-code: 202-449-7216

Microsoft Live Meeting Link: <https://www.livemeeting.com/cc/sra/join?id=NRG34R&role=attend&pw=Tony>  
(Prior actions recommended, please see guidance below to download viewer application)

### Purpose:

- *To brief regional leadership of the Office of Emergency Services on the 2008 California Statewide Communications Interoperability Plan (CalSCIP)*

### Outcomes:

- *Shared understanding of the 2008 CalSCIP*
- *Clarity on California's statewide interoperability current state, future state and strategic initiatives*
- *Ability to explain & leverage the CalSCIP to statewide stakeholders*

	Time	Topic
1	10:00	• Welcome & Introductions
2	10:15	• Notional Understanding on CalSCIP Strategic Planning Process
3	10:30	• <b>Current State</b> <ul style="list-style-type: none"><li>– CalSCIP Graphical Storyboard</li></ul>
4	11:00	• <b>Future State Review</b> <ul style="list-style-type: none"><li>– CalSCIP Mission, Vision, Goals &amp; Objectives</li></ul>
5	11:30	• <b>Case for Change &amp; Strategy</b> <ul style="list-style-type: none"><li>– Initiatives, Tasks, Milestones &amp; Performance Measures</li></ul>
6	12:00	• Closing

## Microsoft Live Meeting Application Basic Guidance

**It is recommended that you attempt to access Live Meeting prior to the December 3<sup>rd</sup> meeting to either download the reader or simply familiarize yourself with the program.**

Microsoft *Live Meeting* Application allows remote participants to view the meetings “Shared Display” screen in real time using their home or office PC. Using this tool permits a remote participant to view changes, upgrades and recommendations made to the CalSCIP and PSRSPC 2008 Legislative Report Drafts. *Live Meeting* does not provide video feed or audio connection of the meeting. For audio, please utilize the conference bridge information provided above.

*Live Meeting* is very intuitive to use, however, end users need to decide if they desire to download the *Live Meeting* reader (recommended) or use the web-based application.

The below steps provide simple guidance to set up the application. If needed, more detailed guidance is also provided. It is recommended that you use Microsoft Explorer vs. other internet browsers for this program.

If you have any questions or problems please contact Tony Macri at [Tony\\_Macri@sra.com](mailto:Tony_Macri@sra.com) or calling his cell at 518-527-7755.

### **General Log-In**

**Microsoft Live Meeting Link:** <https://www.livemeeting.com/cc/sra/join?id=NRG34R&role=attend&pw=Tony>

**Enter your Name:** \_\_\_\_\_

**Meeting ID:** NRG34R

**Attendee Meeting Key:** Tony

(These fields should be pre-populated, but in case they are not you can manually enter the information)

### **Option #1: Viewer Download Option**

**This should be done prior to the meeting if Microsoft downloads are not blocked or firewalled by your network administrator,**

**This option is recommended** for better speed and functionality. Please be certain to allow for pop-ups within Internet Explorer. The entire download time takes approximately takes 5 minutes.

1. Click on “Install the Windows based Live Meeting Console”
2. Follow the computer prompted instructions

### **Option #2: Web-Based Option**

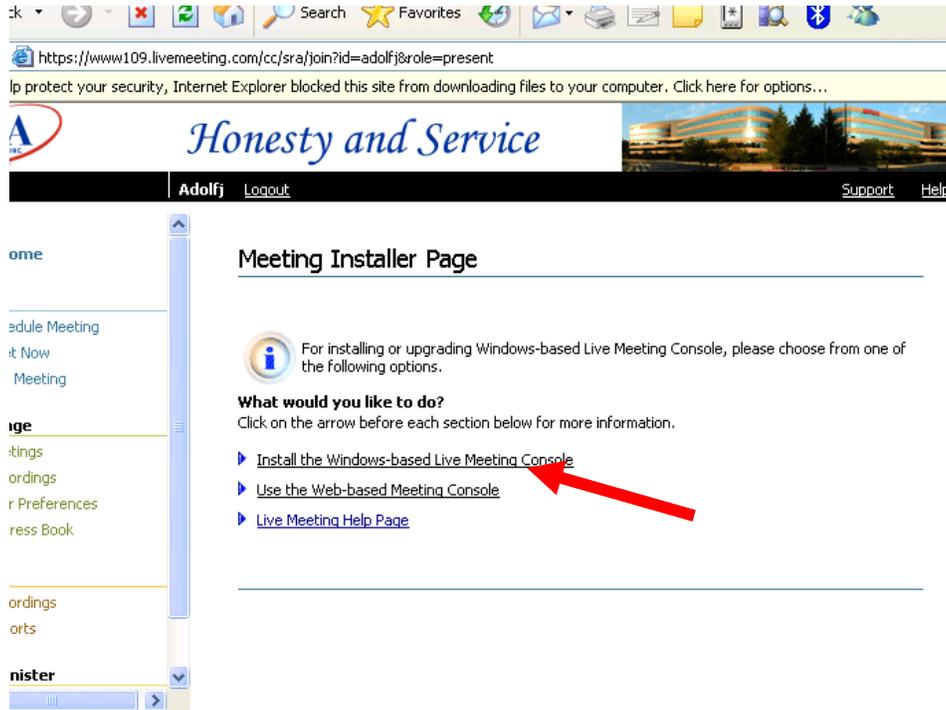
This option should be used if your office has a firewall preventing all internet based downloads. Please be certain to allow for pop-ups within Internet Explorer. Depending on the age of your computer or the frequency of its updates, the system may prompt you to “download” certain Microsoft Updates such as Java. The updates are a simple process, simply follow the computers guidance. Without required updates this process takes less then a minute. With updates, the process may take approximately 5-15 minutes.

1. Click on “Use the web based meeting console”
2. Follow the computer prompted instructions

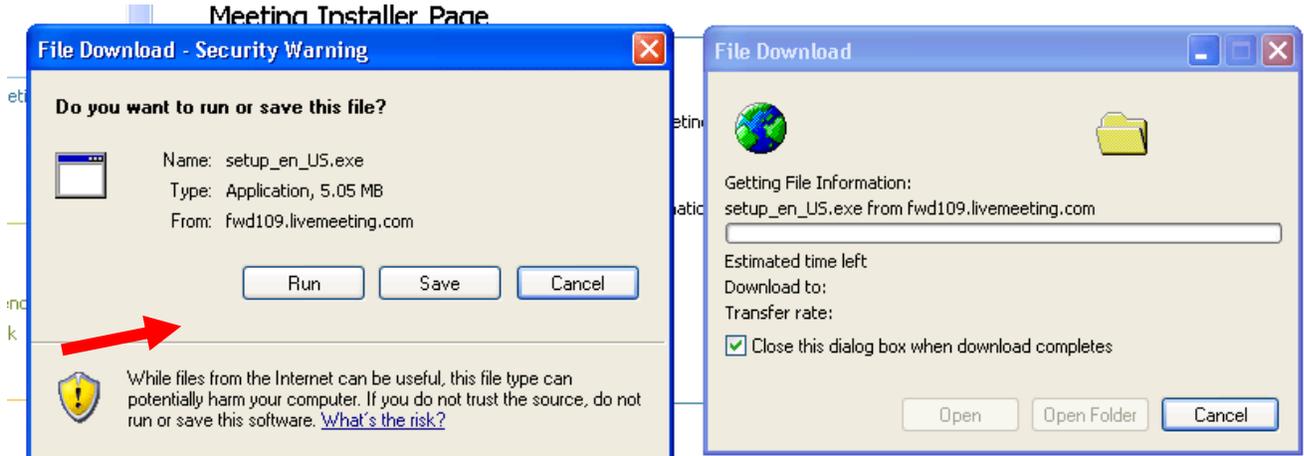
## Detailed Installation Instructions If Needed

By default, Conference Place will automatically install all of the features it needs to use when you first join a meeting as either a presenter or an attendee.

When prompted at the screen below choose “Install the Windows-based Live Meeting Console”



When prompted at the security warning screen, click “RUN”.



After the software has downloaded, you will again be prompted at a security warning to run the program you just downloaded. Choose "RUN"



After this step has completed, Conference Place will automatically install the software and send you into the meeting space.

## Troubleshooting and FAQs

Problem	Resolution
Internet Explorer does not automatically download the plug-ins required.	On the "Join Meeting" screen, look to the bottom of the page for a link to "downloads". Proceed to download the <b>Windows Meeting Client Standalone Installer</b> .
I am in a locked down environment that will not allow any ActiveX plug-ins.	Conference Place should detect that you cannot install any ActiveX plug-ins on your computer and provide an alternate link to run the Java version of the software. This software will provide all of the same functionality as the full version except that you will NOT be able to present.
I am not using Internet Explorer as my browser.	This should not present any problems. If your browser is not capable of using the automatic download provided by Conference Place during your first login, Conference Place will automatically provide an alternate link to run the Java version of the software. This software will provide all of the same functionality as the full version except that you will NOT be able to present.