



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
NATIONAL VEHICLE AND FUEL EMISSIONS LABORATORY
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OFFICE OF
AIR AND RADIATION

May 18, 2009

John McKnight
Director Environmental & Safety Compliance
National Marine Manufacturers Association
444 North Capitol St. NW Suite 645
Washington DC 20001

Dear Mr. McKnight

EPA will host a Webinar for boat builders on Wednesday, June 24, 2009 at 1:00pm eastern time. The purpose of the Webinar is to provide an overview of regulations recently finalized by EPA that impact boat builders. We will also address any questions that the boat builders may wish to raise to EPA. Any questions or issues of particular interest you can submit to me in advance will be helpful.

Enclosed are the instructions for registering for and connecting to the Webinar. Audio for the Webinar is accessed by the dial-in information provided below. Please note that participants must dial in to the conference line in order to hear the audio for the Webinar. EPA will provide you a copy of our presentation materials in advance.

If you have any questions, please do not hesitate to contact me at 734-214-4288 or pugliese.holly@epa.gov.

Sincerely,

A handwritten signature in cursive script that reads "Holly Pugliese".

Holly Pugliese, Team Leader
SI Implementation Team
Compliance and Innovative Strategies Division

Enclosure

Call Information

You must use the conference dial –in number to hear the audio of the Webinar

Conference Call Dial-In Number : 866-299-3188 (125 Lines Available)

Access Code Number: 7342144288

- At the specified time, dial the Conference Dial-In Number.
- When prompted, enter the Conference Access Code followed by #.

Helpful Keypad Commands:

*6 - to mute your phone

#6 - to unmute your phone

How to Access the Conference Call Dial-In Number

Starting a Conference call is quick and easy. Just follow these steps:

- 1.** Give your participants the date and time of the call, the Dial-In Number and your Conference Code.
- 2.** At the specified time, dial your Conference Dial-In Number.
- 3.** When prompted, enter your Conference Code followed by #.
- 4.** When prompted, press * to identify yourself as the call leader, then enter your Leader PIN followed by #.
- 5.** Press 1 to begin your conference

Participants join the conference by following steps 2 and 3 above.

Helpful Reservationless-Plus Keypad Commands:

*0 Operator Assistance – conference

00 Operator Assistance - individual

*1 Dial-out to a participant - Leader only

*2 Begin/End Conference Record - Leader only

*3 Change Entry/Exit method (Recorded Names, Tones, Silence) - Leader only

*4 Private Roll Call – Leader only

*5 / #5 Mute/Unmute - group (all lines except Leader's) - Leader only

*6 / #6 Mute/Unmute - individual

*7 / #7 Lock/Unlock conference (including Operator) - Leader only

*8 Allow/Disallow Conference Continuation - Leader only

*# Participant Count - Leader only

** List available keypad commands - Leader only

Webinar Information

Webinar Service: www.gotomeeting.com (1-800-263-6317)

Meeting Name: EPA/NMMA Boat Builder Workshop

Meeting Date: Wednesday, June 24, 2009

Meeting Start Time: 1:00pm eastern

Registering for the Webinar

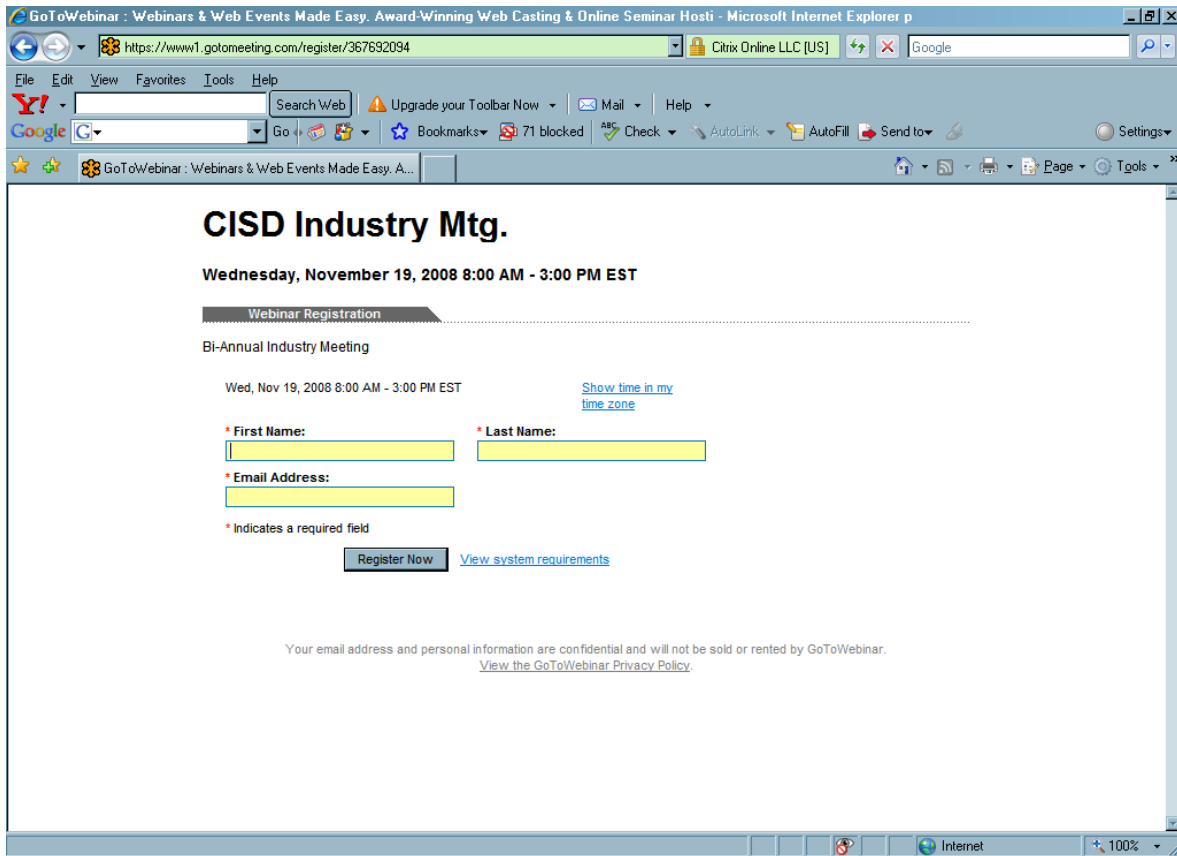
Register for the Webinar at: <https://www1.gotomeeting.com/register/180919992>

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

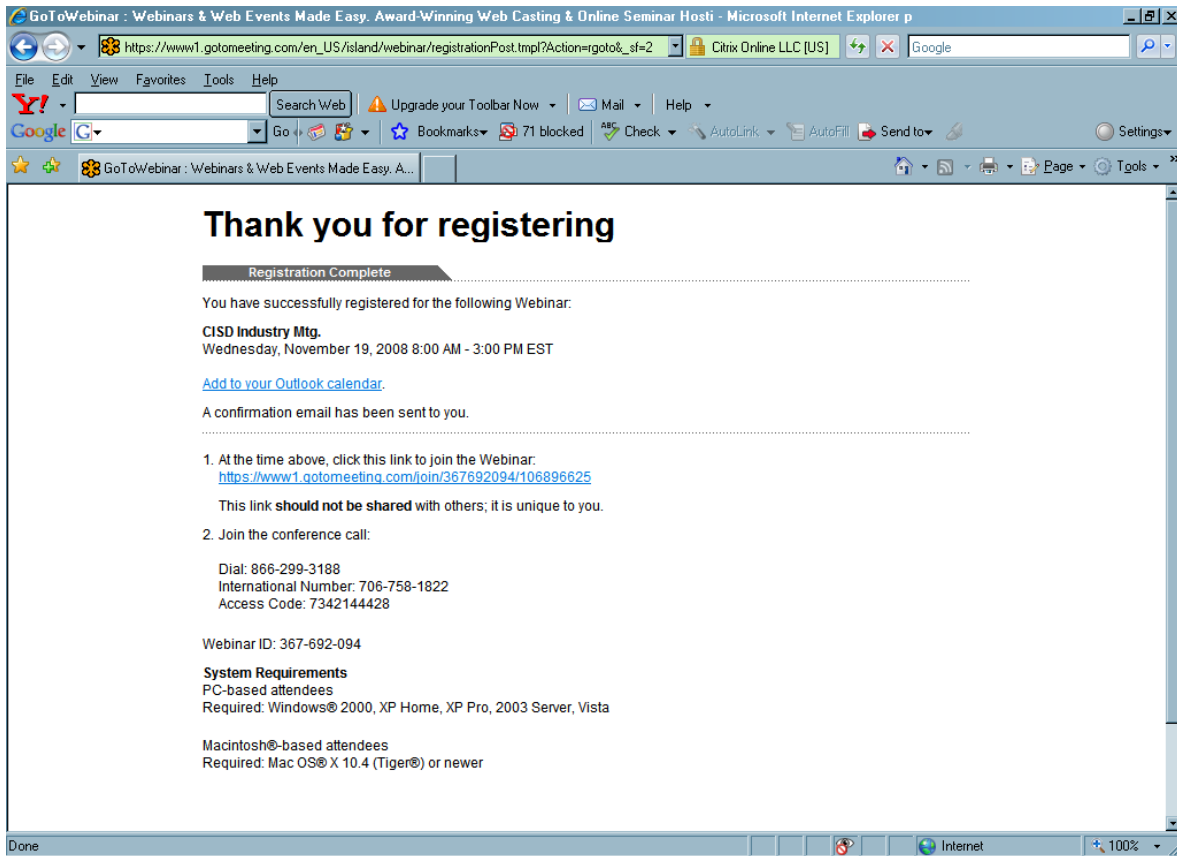
If you experience difficulties with the website link provided above, please go to www.gotomeeting.com, click “join a meeting,” and enter the meeting Webinar ID number: 180-919-992

Within 24 hours of the scheduled start time of the meeting, please follow the directions below to register to join the meeting.

1) Click on the following link: <https://www1.gotomeeting.com/register/180919922> which will bring you to the screen below (note that the following screen shots are just examples). You may also copy and paste, or type this link into your Web browser. Click on the “Register Now” button.



2) You will then see the screen below indicating that you have successfully registered for the Webinar. Click on the link provided on this screen which will connect you to the meeting. You may also copy and paste, or type this link into your Web browser. You will also receive a confirmation e-mail that contains this information as well.



Logging on to Webinar

This meeting uses web conferencing software. To enter the meeting, click on the meeting website address listed above. Upon entering the meeting, you will be prompted to enter your contact information, which is used for tracking meeting attendance. Note that if you have not used Webinar before you will likely be prompted to download a client that will allow Webinar to run on your computer.

You will not be allowed to join the meeting until the EPA meeting organizer officially starts the web conference. If you attempt to join early, a screen will pop up letting you know that the system is “waiting for the meeting organizer.” Please leave this window open until the meeting is started.

If you experience difficulties with the website link provided above, please go to www.gotomeeting.com, click “join a meeting,” and enter the meeting ID number listed above when prompted.

After you have entered the online portion of the meeting, please dial into the telephone conference portion using the conference line number and access code listed above.

Technical Assistance and Troubleshooting

If you need technical assistance before or during the meeting or experience problems entering the web portion of your meeting, please call the Webinar helpline at 800-263-6317 (toll free) or 1-888-259-8414 or at gotomeetingcare@citrixonline.com. In addition, an attendee quick reference guide is available at:

https://www2.gotowebinar.com/en_US/webinar/pre/support.tmp