

## EV CHARGING NETWORK WEBINAR

*The first webinar for the Washington State Advisory Panel*

June 30, 2014  
1:30 pm to 3:00 pm PT

### Joining the Meeting

[Click to join the Lync Meeting using the Lync Web App or Lync Client](#)

If you don't have a microphone and speakers, you can participate in the meeting via phone:

- Phone: (720) 988-2090
- Participant code: 72643828

See Appendix A for instructions on how to setup your computer to use Microsoft Lync.

### Agenda

*C2ES will share the webinar presentation ahead of the meeting.*

1:30 p.m.	<b>Welcome and Introductions</b>
1:45 p.m.	<b>Project Overview</b> <i>Nick Nigro, C2ES</i>  C2ES will present a general overview of the project.
2:00 p.m.	<b>Electric Vehicle Technology Overview</b> <i>Nick Nigro, C2ES</i>  C2ES will present a general overview of electric vehicle and charging technology.
2:15 p.m.	<b>Project Approach</b> <i>Nick Nigro, C2ES</i> <i>Jeff Hopkins, C2ES</i>  C2ES will present the project approach with a focus on Task 1: Evaluate Current Status of Electric Vehicle Charging in Washington (see Appendix B). C2ES will also provide an example graphic that we can create using the Public Charging Network Database being built in Task 1 to highlight what kinds of insights will be possible from using these data.
2:45 p.m.	<b>Interactive Maps Preview</b> <i>Nick Nigro, C2ES</i>  C2ES will present one map to demonstrate how the Public Charging Network Database can be visualized.
2:55 p.m.	<b>Wrap-up and Next Steps</b>

## Appendix A: Using Microsoft Lync

There are two ways you can participate in Microsoft Lync meetings/webinars:

1. **Audio/video through your computer/device:** you can use the microphone, speakers, and web camera on your computer, mobile phone, or tablet to communicate directly to all users throughout the Lync Meeting. This is the preferred way to communicate with users during the Lync Meeting.
2. **Phone conference line:** If your computer does not have a microphone and web camera, you can dial the conference line information directly, or through Lync, to use your landline or mobile phone for audio during the meeting. If you have Lync call you when you connect to the meeting, then you can't use your computer's web cam, microphone, or speakers during the meeting. If you call the conference line directly, then you can still use your computer's microphone, speakers, and/or web cam.

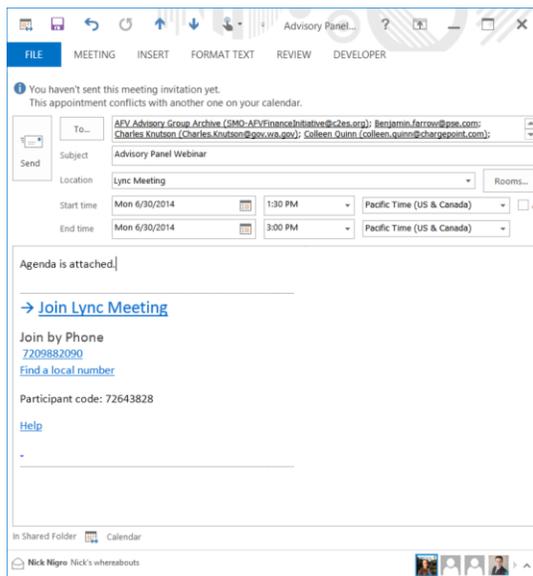
### Install the Lync Web App plug-in (one-time only)

If this your first time using the Lync Web App, you must install the plug-in. You only need to install it once. Instructions for installation are on the next page.

### How to participate in the webinar

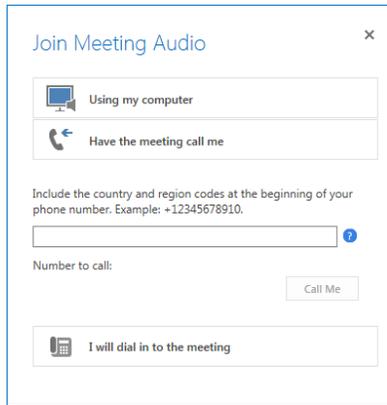
To participate in a webinar using Lync, Nick Nigro has sent you a Lync meeting request, which you will find in your Outlook Calendar.

1. Select "Join Lync Meeting." The invitation will include a web link to join the Lync Meeting via the Lync Web App and optional conference call information.



2. Enter your name, and then select "Join the meeting."
3. If you want to use your computer for audio/video, then select "Using my computer." If you would like Lync to call you on your phone line, select, "Have the meeting call me" and enter your phone

number. If you would like to dial in to the meeting directly, select, “I will dial in to the meeting.” The conference call information will be included in the calendar invitation. Having Lync call you is preferred if you can’t use your computer’s microphone, so your phone number and Lync username are linked during the webinar. If you make a mistake, you can refresh your browser tab and reconnect to the meeting at any time.



Once connected to the meeting, you’ll see all the meeting participants and a PowerPoint slide deck for the webinar.

Throughout the meeting, you can use the chat feature to instant message other participants. Anyone will be able to speak on the call once they’re connected unless C2ES mutes their line.

C2ES will mute all the lines it does not recognize to make sure the public is not able to interrupt the meeting. C2ES will use the Q&A feature to queue questions throughout the meeting.

### ***Instructions on how to install the Lync Web App***

1. Before you join the meeting, go to the sign-in screen on your calendar invite, and select “Install Lync Web App plug-in” on the sign-in screen.
2. Follow your browser’s instructions for downloading and installing the plug in. For example, in Internet Explorer, select “Run” when you see the alert at the bottom of the browser window.
3. In the Lync Web App plug-in security alert, select “Allow”.
4. In the Windows Firewall security alert, it’s OK to select “Cancel” if you don’t have administrator privileges on your computer.

**IMPORTANT:** Install the plug in even if you plan to call in to the meeting by phone. The plug-in is also required for video and screen sharing.

If you’ve already joined the meeting and the plug-in didn’t install, point to the phone icon and select Call to start the installation process. For troubleshooting help, please see [Trouble installing the plug-in](#).

## Appendix B: Evaluate Current Status of Electric Vehicle Charging in Washington (Task 1)

