National Association of Catholic Chaplains
Audio Conference Fact Sheet

GENERAL INFORMATION:
Dates: Session 1 – THURSDAY, December 5, 2013
       Session 2 – THURSDAY, December 12, 2013

Topic: Chaplaincy Ministry in the Light of Vatican II

Speaker: Edward P. Hahnenberg, Ph.D.

Starting Time: 12:00 p.m. Central Time  (Calls will begin promptly)
              10:00 a.m. Pacific Time
              11:00 a.m. Mountain Time
              1:00p.m. Eastern Time

CEH: 1.5 hours per session attended (30 minutes is preparation time)

Equipment: Telephone

Connection Information: Telephone number: 1-877-567-1262  Pass-code: 27403045

If you have problems accessing the audio conference after dialing into the 877 number, dial *0 and an operator will assist you. NOTE: The phone number and passcode will be the same for BOTH sessions.

CONFERENCE CALL ETIQUETTE
A few tips to make your audio conference experience a good one:

• Choose a quiet space in which to participate in the conference call.

• Be on time – audio conferences will begin promptly; we cannot wait for latecomers. You can dial in up to 10 minutes before the audio. Upon entering the audio conference there is NO need to announce yourself.

• Review presentation materials prior to the audio conference.

• Before you begin the call, place your telephone on 'Do Not Disturb'; call waiting beeps will interrupt your connection to the call. For those using home phones, quite often the call waiting function can be temporarily suspended prior to a call. Check with your local telephone service provider.

• We use ‘lecture mode’ for our conference calls. This means we MUTE all the phone lines except for the NACC and the Speaker.

• If you need to leave the call during the sessions, please hang up your connection. DO NOT place your call on HOLD or when we leave ‘lecture mode’ we will hear your hold music. If you are able to rejoin the call, you can call back into the conference line.

• We encourage participation, but please wait for the appropriate portion of the audio conference to share your thoughts. When we come to the Question and Answer portion of the call, we will remove the MUTE ALL feature and all lines will be live. During this time, please endeavor to remain quiet as not to disturb those asking and answering the questions. Please keep your observations/questions short so that other participants may also comment. When sharing, please begin by identifying yourself.