



# TOWN HALL MEETINGS

What's on your mind? Get answers in Real-Time

## Our undivided attention . . .

Join Juliet Altenburg, RN, MSN—Executive Director, each month to answer your questions on any topic from PTSF policies, to standards, to strategic planning. This is YOUR TIME to get answers anonymously and get real-time solutions to support trauma program development whether your trauma program is accredited or working toward it. Additional PTSF staff will also join in these discussions. Take this opportunity to ask!

## Monthly access . . .

"Town Hall" meetings will occur at 1 p.m. EST, on the third Thursday of every month via an on-line chat format. The Q&A box will open at 12:00 p.m. for those that would like to submit questions early.

Time is limited and depending on volume, it's possible that not every question will be answered. Questions similar in nature will be grouped together. Questions with inappropriate language or subject matter will not be considered.

The following instructions outline how to access the WebEx:

If you have never joined a WebEx session before, please prepare your web browser prior to the session by following the instructions contained in this link:

[https://secure.icohere.com/help/help\\_1/webEx/guide\\_WebEx\\_pop.htm](https://secure.icohere.com/help/help_1/webEx/guide_WebEx_pop.htm)

Join the WebEx meeting by clicking on button titled "Join the Meeting" located within the Town Hall billboard, on the homepage of the PTSF website ([www.ptsf.org](http://www.ptsf.org)).

- At the Sign-In screen just enter a name and an email address. You don't have to provide real information. If you wish to remain anonymous then you may use an alias.
- On the next screen you can join the meeting by clicking on "click here to enter the presentation".
- If you have not used Webex before or prepared your computer for WebEx using the link above you will be asked to Install Cisco WebEx Meetings. Please do the install.
- There is no audio with this meeting, so no need to call-in.
- To submit questions, type your question to all panelists in the Q&A box.

## Available to assist you . . .

If you difficulty accessing the monthly WebEx, please email Nathan McWilliams at [nathan@ptsf.org](mailto:nathan@ptsf.org) who will respond to your questions.

## Ready, set, go . . .