MEETING SUMMARY - Participant

Event Name: **SPACE – Kick-Off Sessions/Meetings**
Event Date   **June 4, 2015**
Event Time: **2:00-2:30pm ET**

PRIOR TO EVENT DATE, PLEASE REGISTER USING THE FOLLOWING REGISTRATION INSTRUCTIONS

Registration Instructions:
1) Click or Copy and Paste this URL to your web browser: https://qualitynet.webex.com
2) This should bring you to the QualityNet e-University webpage
3) Locate the event you wish to register for
4) Click on Register
5) Enter the following:
    a. First Name
    b. Last Name
    c. Email
    d. Confirmation Email
    e. Telephone Number
    f. Title
    g. Company
    h. Address
    i. City, State, ZIP
6) Click Submit
7) Once approved, you will receive a confirmation email with the meeting information and the registration ID that will be used to log into the WebEx portion of the meeting. Please note, this email may go to your spam or junk folder. It will come from the email address messenger@webex.com.

Please join the event 15 minutes prior to the start time to ensure the automatic system set-up has been properly established.

Attendee Instructions:
1) Click or Copy and Paste this URL to your web browser: https://qualitynet.webex.com
2) This should bring you to the QualityNet e-University webpage
3) Locate the event you wish to join and click "Join" (located to the right of the event title)
4) Enter your name and email address as prompted
5) Enter the password: **SPACE**
6) The automatic system set-up should start at this point. If a dialogue box appears, click run. Please note, the automatic system set-up does take a few minutes to complete
7) Dial in to the teleconference. The number is **888-850-4523**. The access code is **655150**.

If you have any questions or problems accessing the web portion of this meeting, please call the General Dynamics Information Technology WebEx Helpline at 540-347-7400 x390.