

CITRIX GoToMeeting/GoToWebinar

Policy & Procedure

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Citrix Contact: Scott Burton Scott.Burton@citrix.com

480.467.2760

Staff Name

Adelmann, Patricia	padelmann@ashrae.org
Grant, Vickie	vgrant@ashrae.org
Meyers-Lisle, Tanisha	tmlisle@ashrae.org
Pruett, Ashley	apruett@ashrae.org
Ratcliff, Joslyn	jratcliff@ashrae.org
Reiniche, Stephanie	sreiniche@ashrae.org
Scott, Jodi	jscott@ashrae.org
Vaughn, Mike	mvaughn@ashrae.org
Wills, Mark	mwills@ashrae.org

Total Licenses **10**

Above seats are to be used for committees and Regions only. Chapters may purchase seats directly from Citrix at the ASHRAE Society discounted rate. All contracts, billing and technical support is done directly between Citrix and the chapter.

To schedule an electronic meeting for committees and regions, contact one of the above ASHRAE Staff license holders and provide:

- Meeting Name
- Presenter Name(s)
- Number of participants expected
- Date and time of meeting
- Conference call audio information (call-in phone number and conference call code)

The meeting will be set-up by the licensed organizer who will then send the system generated link and instructions to the requestor. The requestor will send out the link to meeting participants via email invitation.

Note, Webinars must be utilized for meetings which exceed the 25 participant GoToMeeting limitation. Webinars require participant registration prior to the meeting.