

CSAC CHILD SUPPORT GUIDELINES VIRTUAL TOWN HALL

Instructions and Guidelines

We will be using the WebEx meeting format. All attendees will need to register via the QR code on the marketing materials. **The Virtual Town Halls will be RECORDED.**

- To Register
 1. Scan the QR code found on the marketing materials.
 2. You will then be directed to a DCSS webpage. Once on the DCSS webpage, click the **REGISTER HERE** button for the date of the session you wish to attend. Registration simply requires a name and email address.
 3. Upon successful registration, you will receive an email with a link to join us. You are ready to go for the day of the session you selected.
- On the day of the Virtual Town Hall, please direct attendees to the email they used to register and click the link to join us in the Town Hall. There is no need to download WebEx once you have a link to join us.
- Participants will have the opportunity to send in questions beforehand, as well as ask questions in the chat function during the meeting. To submit questions in advance, submit them to HFS.DCSSGuidelines@Illinois.gov.
- Participants will be muted upon entry to the meeting, and we ask that you stay muted for the remainder of the meeting. If you have a question, please use the “raise hand” feature or type a question in the chat.
- As we are expecting many people on the call, individual microphones will be muted. If further clarification on a question is required, the moderators will unmute as required. Please be respectful to our leaders, moderators, and other participants on the call.
- As we anticipate there will be many questions to address, each question will be limited to two minutes, with the offer of a one minute follow up after a response is given.
- For questions that may not get answered or require further follow up, please email your questions to HFS.DCSSGuidelines@Illinois.gov
- A follow up survey email will be sent once the session is completed. We encourage everyone to participate in giving helpful feedback.

Thank you in advance for adhering to meeting guidelines! We look forward to helping you to the best of our abilities.