ICC Evaluation Service, LLC
Eastern Regional Office
900 Montclair Road, Suite A
Birmingham, AL 35213
t: 1.800.423.6587, ext. 1
f: 205.202.5738
www.icc-es.org

ES ICC EVALUATION SERVICE®

To:	Parties Interested in ICC-ES Acceptance Criteria (AC) Items to be Discussed at the February 21, 2024, Evaluation Committee Meeting WebEx Event
From:	ICC-ES Staff
Date:	November 17, 2023
Subject:	WebEx Event Instructions

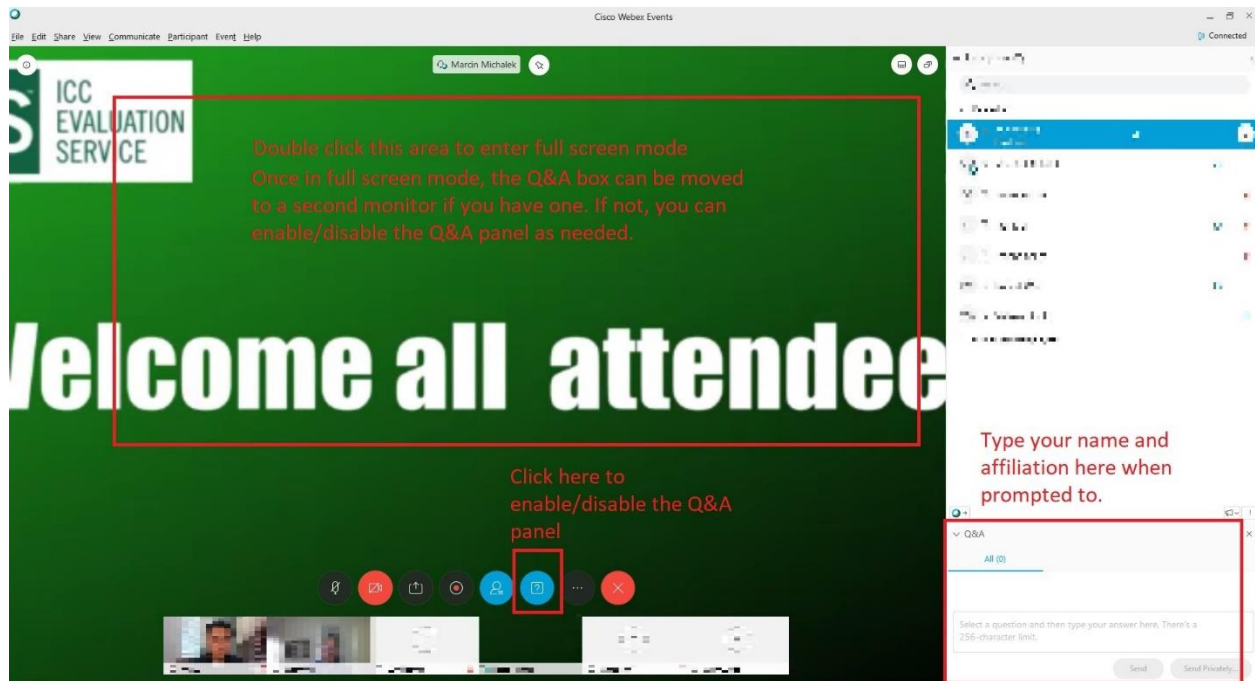# MEMO

1) You must pre-register on the ICC-ES website if you intend to join the WebEx Event and speak on the ICC-ES AC item. You can pre-register here:

   Registration for February 21, 2024: Click Here

2) If you intend to submit a presentation, it must be submitted to ICC-ES at es@icc-es.org by Wednesday, January 24, 2024, in Microsoft Powerpoint file format. Please see the attached instructions on formatting of Microsoft Powerpoint presentation slides. This will help make sure that the presentations are legible during the WebEx Event.

3) All speaker time limits will remain the same as for in-person meetings of the ICC-ES Evaluation Committee. Please see the memo with the time limits for testimony here:

   Time Limits for Testimony Given at ICC-ES Committee Meetings

4) At the appropriate time in the agenda, the ICC-ES WebEx Host will ask the WebEx Event participants if anyone wishes to speak on an AC item. At that time, type your name and affiliation into the WebEx Q&A Window. No questions will be answered via the Q&A Window feature. It will only be used for queueing speakers up on each AC item. All testimony will be verbal through the WebEx Event.

5) You will be notified when you can speak by the WebEx Event Host and the WebEx Event Host will unmute you. Please state your name and affiliation clearly to begin your comments.

6) If you have a presentation to show, it will automatically be displayed on the WebEx screen corresponding to the speaker. When you are ready for the next slide, please say "next slide please" and the WebEx Host will advance the slide.

7) The speaker timer will also appear on the WebEx Event screen. Keep an eye on your allocated time. When the time is up, the speaker will then be muted. If there are any questions from the Evaluation Committee or ICC-ES staff for the speaker, the WebEx Host will unmute the speaker again and then mute when the response is completed. Time to respond to questions from the Evaluation Committee or ICC-ES staff does not count (same as for in-person Evaluation Committee meetings).

Instructions on formatting of Microsoft Powerpoint presentation slides for the ICC-ES Evaluation Committee meeting – February 21, 2024

Leave 2" X 4" top right corner of all slides blank.

For images containing text to be read/referenced, please use an entire slide.

Set Slides to 16:9 (widescreen) aspect ratio

Leave 2" X 4" top right corner of all slides blank.

Size images to at least 5" X 7"

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

If text is added below/above images, Set font to Calibri at 20pt.

Set Slides to 16:9 (widescreen) aspect ratio

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit Set esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Consequat interdum varius sit amet mattis vulputate enim nulla. Morbi tincidunt augue interdum velit euismod in pellentesque. Interdum posuere lorem ipsum dolor sit amet consectetur adipiscing. Amet consectetur adipiscing elit pellentesque habitant. Nulla pellentesque dignissim enim sit amet. Condimentum mattis pellentesque id nibh tortor. Elit ullamcorper dignissim cras tincidunt lobortis feugiat vivamus at. Nisi lacus sed viverra tellus in hac habitasse platea. Tortor at auctor urna nunc. Tempor commodo ullamcorper a lacus