<<20130410>> Archived distributions can be retrieved at; <<http://tinyurl.com/azg3eyl>>. This archive includes a html version of this list distribution and its MS/WORD version with its filename as “year-month-date.doc.” You can also access all of its attachments, if any.
 **References:**

(a) (20130319) Public Video-Conference on West African Broadband Internet Initiatives at Stevens Institute of Technology on April 18, 2013
<<http://tinyurl.com/cq6nync>>

(b) Press Release: “Stevens to Host Public Videoconference on New West African Broadband Internet Initiatives”
<<http://www.stevens.edu/news/content/stevens-host-public-videoconference-new-west-african-broadband-internet-initiatives>>

(c) Agenda (tentative) of Public Seminar on African Broadband Internet and Early Warning System Launch
<<http://tinyurl.com/c9ukuke>>

**Dear E-Colleagues:**
(1) Should you wish, you can attend our videoconference at the “Public Seminar on African Broadband Internet and Early Warning System Launch” (References (a) and (b) above) through your Internet access, if you access <<http://www.stevens.edu/ecowas>>.

When you are prompted to login, you only need to type in your full name so that we know who the user is.

(2) Make sure you have the latest java installed on your computer before you even attempt to connect using the above link in a browser.  You can install the latest Java by going to the following link: <<http://www.java.com>>

(3) Our session on April 18th will start at 9:00 am and ends at 12:30 pm (Reference (c) above).

(4) Pls see further detailed instruction in **ATTACHMENT I** below.

Pls ask any technical support to Youcef — see his address below.

Looking forward to have your participation,

Best, Tak

**ATTACHMENT I**

On Sun, Mar 31, 2013 at 6:01 PM, Youcef Oubraham <[y1oubrah@stevens.edu](y1oubrah%40stevens.edu)> wrote:
Dear Participants,

We are looking forward to provide you with the support needed to attend the Global lecture Hall event which will include member countries of the ECOWAS organization. The event will be hosted by Stevens Institute of Technology using Blackboard Collaborate video conferencing tool managed by the IT staff here at the Institute. The date of the event is set for April 18, 2013 from 9:00AM to 12:30PM.

To prepare for the event we have setup a test videoconference room which is accessible immediately by the participants to familiarize themselves with its environment and make the necessary adjustments on their computers to be able to connect seamlessly the day of the actual event.

The link to the videoconference room is:

<http://www.stevens.edu/ecowas>

We have tentatively scheduled 2  rehearsal meetings on Tuesday April 9 and Tuesday April 16, 2013 at 10:00AM New York City time (USA eastern Time).

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Following is some documentation that will help you get acquainted with the environment before the event. Please take the time to go over it before you attempt to connect to the room:

1) Essentials for participants:

<http://library.blackboard.com/ref/827599f8-66fa-4e59-b6fb-10308c13e796/index.htm>

2) Participant's guide:

<http://library.blackboard.com/ref/8fb6da4a-0569-4d9e-89f3-c32ec8370cd9/index.htm>

3) Accessibility guide for participants: (requirements to use Blackboard Collaborate videoconferencing tool):

<http://library.blackboard.com/ref/a47a6afa-c957-4711-979b-975ff747de1d/index.htm>

4) Participant orientation video tutorial:

<http://www.brainshark.com/blackboardinc/vu?pi=zGLzYw5XBz35Sgz0>

Minimum requirements:

Install the latest JAVA at http://www.java.com
Internet connection. A 28.8KB connection is not recommended.
The audio system needs to include speakers and microphone. Use the audio wizard shown in the attached picture to test your computer audio system.
Use a webcam to appear in the video panel shown in the attached picture
If you need assistance please feel free to contact me at the address above or Michael Scalero at mscalero@stevens.edu

I realize that the time difference between our respective locations will require some planning to setup a phone support. Let us start with email communications first if you need assistance and if a phone call is needed we can arrange for it later.

Regards to All,

Youcef
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Youcef Oubraham
E-Learning Tech**nologies Administrator
Library Systems Administrator
Information Technology
Stevens Institute of Technology
Castle Point on Hudson
Hoboken, NJ 07030
Phone: 201-216-5418
Youcef.oubraham@stevens.edu

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Takeshi Utsumi, Ph.D., P.E., Chairman
GLObal Systems Analysis and Simulation Association in the U.S.A. (GLOSAS/USA)
Laureate of Lord Perry Award for Excellence in Distance Education
Founder and V.P. for Technology and Coordination of Global University System (GUS)
43-23 Colden Street, #9L, Flushing, NY 11355-5913, U.S.A.
Tel: 718-939-0928; Cel: 646-589-1730; Skype: utsumi
Email: [takutsumi0@gmail.com](takutsumi0%40gmail.com), Web: <http://www.friends-partners.org/GLOSAS/>
U.S./IRS Employer ID: 11-2999676 <<http://tinyurl.com/534gxc>>
New York State Tax Exempt ID: 217837 <<http://tinyurl.com/47wqbo>>
**Google Profiles <**[**https://profiles.google.com/takutsumi0/about**](https://profiles.google.com/takutsumi0/about)**>**Facebook <<http://www.facebook.com/GlobalEarlyWarningSystemsgews>>
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