

Memorandum to Contractors

Regarding: Stakeholder conference call

The stakeholder conference call will be held every other Friday from 10-11 (unless otherwise notified). The first conference call will be Friday January 27th. Because there is a limit to the number of people allowed to call in a speaker phone is recommend. This will allow you to invite key staff and sub-contractors if applicable. The telephone number for the conference calls (unless otherwise notified) will be: 1-888-776-3766. Once you have dialed the telephone number you will be asked to dial the meeting room number; please dial the star (*) key followed by 2626217 followed by the star (*) key. The operator will prompt you. Once the moderator (Daphne Rosalis) opens the conference call everyone will be able to hear one another. Please place your telephone on mute (if you are using a speaker phone) once you have entered the conference call. The use of a cell phone is not recommended.

Material to be presented during the conference calls includes project updates. There will also be time set aside for questions and answers. If you have a question please identify yourself then ask your question. We will attempt to answer questions during the conference call as they are asked. If we can not answer your question during the conference call we will make every attempt to find the answer for the next conference call.

If you have a question in advance of the conference call please e-mail the question to Daphne Rosalis at Daphne.Rosalis@mh.alabama.gov or fax your question to 334-242-0542 Attention: Daphne Rosalis. Questions will be placed on the agenda for the next call and should be addressed.

If you have any problems calling in please call Melanie Williams at 334-242-3701 and she will direct you appropriately.

If you have any questions regarding the conference call contact Daphne Rosalis at 334-242-3731.