

# How to Make a CCCCConfer Teleconference Line

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EASY 1, 2, 3

1

Contact [regionvchair@gmail.com](mailto:regionvchair@gmail.com) or  
[regionvcommunications@gmail.com](mailto:regionvcommunications@gmail.com)

Please include:      Requesting Date  
                                 Start Time  
                                 Duration of Meeting

2

You will receive an email with the following:

TWO Teleconference Numbers  
Presenter Code: For You!  
Participation Code: For Members

3

Place on Your Agenda before Posting:

Both Teleconference Numbers  
Participation Code

**Dont forget Region V is Brown Act Compliant, please post  
agenda 72 hours before a meeting being held, please give  
advance notice for teleconference line creation.**