

**Subject:** BT Meet Me Promotion



Dear All,

This month we are promoting usage of BT Meet Me in the Education Psychology Service, and Highways and Transportation.

The promotion is part of a Department for Transport research project into ways of reducing the need to travel in the public sector. Kent CC would benefit from the carbon and cost savings from reduced travel, as a result from higher usage levels of this service.

Telephone conferencing cannot replace face to face meetings in all circumstances, and the aim of this promotion is to understand how much potential there is, and what the barriers are.

Remember that:

- - Discussions by teleconference can enable shorter and more focused meetings.
- - Teleconferencing can enable more people to be involved in the decision-making process (some of whom may not have been able to travel to a face-to-face meeting).

Please think about when BT Meet Me might be useful to you, and if you could set up a telephone meeting instead of travelling. If you already use BT Meet Me please encourage and support your colleagues. If you've never used the service before, please find below some simple instructions:

**Step 1:**

**Registering as a new BT MeetMe user:**

Just one phone call to BT to register for an account and BT will provide you with your unique participant codes (you will receive one code to be a chairperson and one to be a participant) and information to get started. Call **0800 023 2045** today.

**Step 2:**

At the start of your meeting:

1. Dial 0800 032 8068
2. If you are the meeting organiser, enter your participant code, followed by the # key
3. If you are participating, enter your participant code, followed by the # key

**Step 3:**

That's it! You will be joined together with your participants on the call and your meeting can begin.

To end the call press the # key twice.

Full instructions (including how to mute out background noise, or adjust volume levels) can be found here:  
[http://www.conferencing.bt.com/userguide/MeetMe\\_GlobalAccess\\_userguide.pdf](http://www.conferencing.bt.com/userguide/MeetMe_GlobalAccess_userguide.pdf)

The BT Meet Me promotion is a Department for Transport partnership project, including Kent County Council and five other Local Authorities. The project is led by the Sustainability & Climate Change team within KCC, with support from JMP Consultants via grant funding received from the Department for Transport.

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