



Interagency Coordinating Council on Early Intervention
1600 Ninth Street, Room 330, Sacramento, CA 95814
 (916) 654-1590 · FAX (916) 654-3255 · TDD 654-2054



DATE: January 6, 2016
TO: ICC MEMBERS AND COMMUNITY REPRESENTATIVES
SUBJECT: 2016 Interagency Coordinating Council Meeting Dates

The following is information regarding the 2016 Interagency Coordinating Council on Early Intervention (ICC) Meetings. Meetings are scheduled for January 21 & 22, April 21 & 22; July 21 & 22; and October 20 & 21, 2016. Unless otherwise noted, meetings will be held at WestEd in Sacramento. Directions, parking, and airport shuttle information to WestEd are included in this notice. Remote connection information is also included.

Individuals who require accommodations in order to attend the meeting (i.e., assistive listening devices, interpreting services, materials in alternative format) should notify JoEllen Fletcher at (916) 654-2133 or Joellen.fletcher@dds.ca.gov or call (916) 654-2054 (TDD) ten days in advance of the meeting. The meeting location is accessible to individuals with disabilities. Visit our website at www.dds.ca.gov/earlystart to view previous ICC meeting minutes and for additional information about California Early Start.

PROPOSED AGENDA (EXAMPLE)

DATE: Thursdays

TIME: 10:00 A.M. – 4:00 P.M.

January 21
 April 21
 July 21
 October 20

Executive Committee (EC) Meetings

The EC meeting will include:

- State-identified Measurable Result (SIMR) Workgroup
- Improving State Systems and Communication and Outreach Workgroups

DATE: Fridays

TIME: 9:00 A.M. – 1:00 P.M.

January 22
 April 22
 July 22
 October 21

General ICC Meetings

The ICC will:

- Hear reports from the State Department representatives; and
- Receive input from the public and parents interested in early intervention.

TRAVEL INFORMATION

MEETING LOCATION:
 WestEd
 1000 G Street, Suite 500
 Sacramento, CA 95814

LODGING INFORMATION: Hotel reservations must be made through the CAL TRAVEL STORE, at <http://www.caltravelstore.com> or **877.454.8785**, for ICC participants that are eligible for reimbursement. Agents are available between the hours of 8 a.m. to 5 p.m. Pacific Time, Monday through Friday.

Many hotel options are available in the area. The following is one option:

Holiday Inn Capitol Plaza
300 J Street
Sacramento, CA 95814
Telephone: 916-446-0100 or Toll free 888-465-4329

**Directions to WestEd located at:
1000 G Street, Suite 500
Sacramento, CA 95814**

I-5 NORTH:

Take I-5 North. Take the J Street exit and veer to the right to continue on J Street. Take a left onto 11th Street and a left on G Street. WestEd is located on the left side.

I-5 SOUTH:

Take I-5 South. Take the J Street exit to continue on J Street. Take a left onto 11th Street and a left on G Street. WestEd is located on the left side.

FROM HWY 99 North:

Take Business 80/Capital City Freeway split toward San Francisco. Take I-5 North towards Redding. Take the J Street exit and veer to the right to continue on J Street. Take a left onto 11th Street and a left on G Street. WestEd is located on the left side.

FROM HWY 50:

Take the Business 80/Capital City Freeway split toward San Francisco. Take I-5 North towards Redding. Take the J Street exit and veer to the right to continue on J Street. Take a left onto 11th Street and a left on G Street. WestEd is located on the left side.

PARKING

There are daily parking lots available in the area near 10th and G Streets and should provide you with a receipt for use in obtaining reimbursement, if you are eligible. The following link provides resources to find parking locations: <http://sacramento.bestparking.com/>.

SUPER SHUTTLE:

Reservations can be made by calling 1-800-BLUE-VAN. Super Shuttle is located directly outside the baggage claim area at each terminal. Reservations are not required for large parties or private charters.

TAXI CABS:

Reservation options for taxi cabs in the area include (but are not limited to) the following:

- Yellow Cab Company of Sacramento: (916) 444-2222
- Eddie's Taxi Cab Services: (916) 761-0298
- Tim's Cab Services: (916) 847-7922
- Jay's Taxi Services: (916) 504-8500

INSTRUCTIONS FOR JOINING THE ICC MEETINGS from a remote location:

For those who cannot participate in person, the ICC Executive Committee Meetings on Thursdays, and the ICC General Meetings on Fridays, will be offered in a webinar format.

You are invited to attend an AT&T Connect iMeeting. Participants need to call into the teleconference line **AND** login with a computer to view any online materials. DIRECTIONS for logging onto the webinar and teleconference:

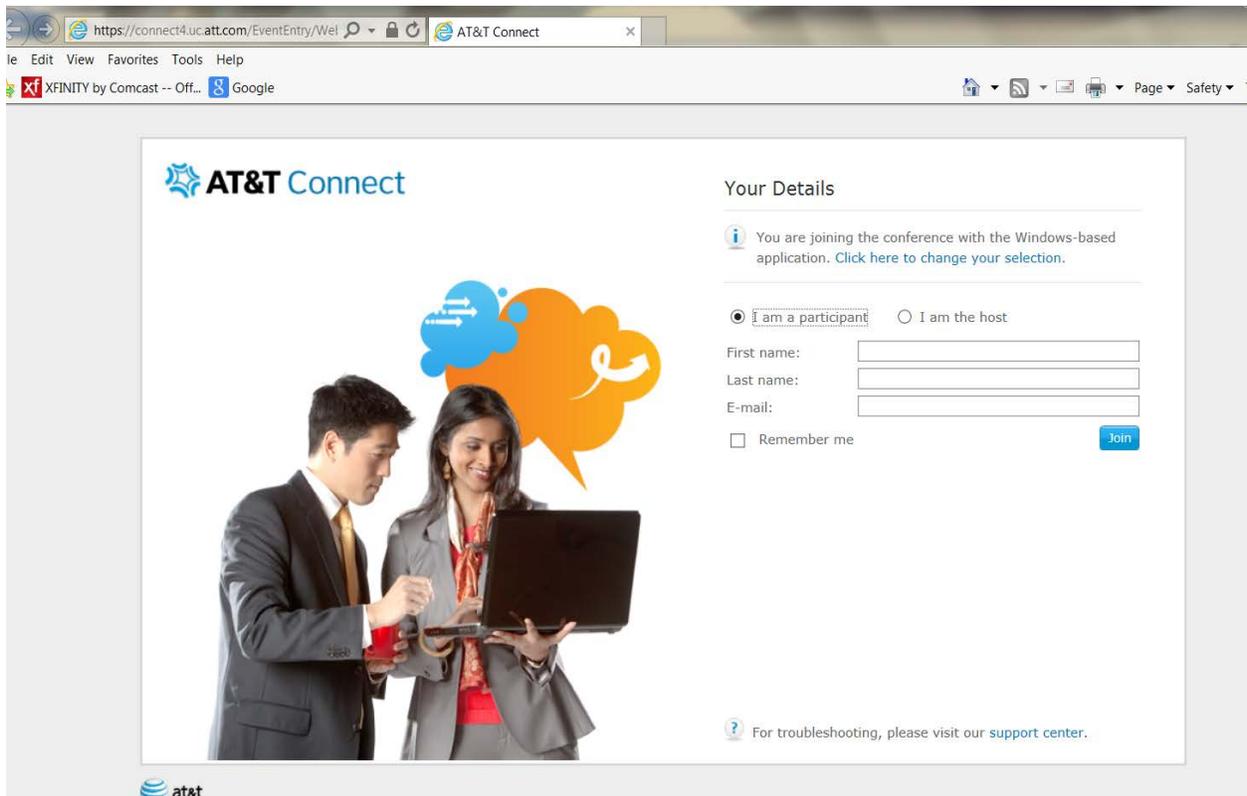
This is new and IMPORTANT! – This is a one-time setup to prepare in advance for the conference (for all devices): <http://www.corp.att.com/attconnectsupport/downloads/pa/>. Once you have set up your computer you will be able to log into the conference.

To connect to the Web Conference:

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Click here: <https://connect4.uc.att.com/calnet/meet/?ExEventID=8507301>

Your screen will look like this.



The Meeting Number is 888-251-2909
The Code is 507301
You enter your own email address and name.

TO CONNECT WITH YOUR *TELEPHONE ONLY* (no computer):

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1. Dial the following number:
* Toll-Free Number (in USA): 888-251-2909.

2. When prompted, enter the Meeting Access Code: 507301#

EASY TIPS for SUCCESSFUL WEBEX and CONFERENCE CALLS*

PARTICIPANT COURTESIES

1. Use a landline if possible for the least static interference.
2. Avoid cellular and cordless phones. The potential static and poor or broken connections reduce the sound quality for all conference call participants. If you must use a cell phone, find a quiet location with excellent reception and limit moving around during the call.
3. Know your phone's features and how to use them. Don't wait until the call to figure them out.
4. Turn off call waiting. It's very disruptive to the call. Most call waiting features can be deactivated by pressing 70# or *70 before dialing the conference number. (Check with your carrier.)
5. Use the speaker feature on your phone only if the room is quiet and others in the room are participating on the call with you. Speakerphones can add to the overall noise of the teleconference and create a hollow sound on the call.
6. Choose a quiet location. Avoid background noises such as a radio, TV, pets, or side conversations with others.
7. Stay focused and participate on the call. Avoid using this time to answer email, eat, clear off your desk, file papers, or talk to others.
8. Be on time.
9. Introduce yourself when you join the call. If you join the call late, wait for a break in the conversation to announce that you've joined or until the moderator asks who joined.
10. Introduce yourself each time you speak. Not everyone will be familiar with your voice.
11. Mute your phone (*6) if you are not participating at the time, need to talk to someone else, or need to leave the call for any reason. Unmute your phone (#6) when you're able to return to the call.
12. Never put the call on hold. Either mute your phone (*6) and unmute your phone (#6) to rejoin. Hang up and call in again if you must leave the call.

FACILITATOR/CHAIRPERSON COURTESIES

1. Be familiar with the audio controls.
2. Start—and end—at the scheduled time.
3. Have an agenda—preferably one that's been distributed prior to the conference.
4. Identify yourself when you first connect to the conference call.
5. Identify yourself each time you speak. Others may not know your voice. Speak clearly and at a moderate speed.
6. Take roll call at the conference start so that everyone knows who is involved and listening.
7. Review the rules of etiquette and ask that each participant identify him or herself before speaking.
8. Allow only one individual to speak at any given time during the conference.
9. As much as possible, when appropriate, address questions to individuals by name.
10. Mute the microphone or speakerphone (*6) if you must speak to others in the room with you during the conference. Unmute by pressing #6.
11. Address agenda items in their specified order.

*Thank you to the Family Resource Center Network of California, the source for many of these tips, for sharing its teleconference etiquette.