



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



2018 Interagency Coordinating Council Meeting Dates

The following is information regarding the 2018 Interagency Coordinating Council on Early Intervention (ICC) Meetings. Unless otherwise noted, meetings will be held at WestEd in Sacramento. Directions, parking, and airport shuttle information to WestEd (**1000 G Street, Suite 500, Sacramento, CA, 95814**) 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 Emily Woolford at (916) 654-2133 or Emily.Woolford@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](#) to view previous ICC meeting minutes and for additional information about California Early Start.

2018 Quarterly Meeting Dates

<p><u>January</u> Thursday-18th Friday-19th *San Jose</p>	<p><u>April</u> Thursday-19th Friday-20st</p>
<p><u>July</u> Thursday-19th Friday-20th</p>	<p><u>October</u> Thursday-18th Friday-19th</p>

PROPOSED AGENDA (EXAMPLE)

DATE: Thursdays

TIME: 10:00 A.M. – 4:00 P.M.

Day One Meeting

The meeting will include:

- Review of previous meeting minutes
- Review of agenda
- Review of previous meetings' tasks
- Announcements
- State Systemic Improvement Plan (SSIP) updates
- Improving State Systems and Communication & Outreach Committees

DATE: Fridays

TIME: 9:00 A.M. – 1:00 P.M.

Day Two Meeting

The meeting will include:

- Review of agenda
 - Committee reports
 - Action items (as applicable)
 - Reports from the State Department representatives
 - Public and parent input
- *15 minutes reserved from 10-10:15 a.m.**

Travel Information

*****Please see the complete travel packet for further instructions***

Meeting Location:

WestEd

**1000 G Street, Suite 500
Sacramento, CA 95814**

Lodging Information:

ICC participants that are eligible for reimbursement can make hotel reservations through the Cal Travelstore, at <http://www.caltravelstore.com> or (877) 454-8785. 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 are a list of a few hotels located within close vicinity of WestEd.

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

Quality Inn
818 15th St
Sacramento, CA 95814
916-444-3980

Regency Inn Downtown at Capital Park
1121 15th Street
Sacramento, CA 95814
916-443-0500

Directions:

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 near 10th and G Streets, if eligible, should provide you with a receipt for use in obtaining reimbursement. The following link provides resources to find parking locations:

<http://sacramento.bestparking.com/>.

Super Shuttle:

Participants can make Super Shuttle reservations 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.

Taxicabs:

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

- Yellow Cab Company of Sacramento (916) 444-2222
- Eddie's Taxicab Service (916) 761-0298
- Tim's Cab Services (916) 847-7922

Uber and/or Lyft:

Participants can make Uber and/or Lyft reservations by going online to <https://www.uber.com> and/or <https://www.lyft.com>.

As of January 2016, these three companies accept direct billing. Please note that the travel will be reimbursed at the most cost effective rate; direct billing for taxicabs may not be the most cost effective travel method available.

For further information, please see the complete Travel Packet.

INSTRUCTIONS FOR JOINING REMOTELY FOR THE ICC MEETINGS

For those who cannot participate in person, the ICC Meetings will be offered in a webinar format. You are invited to attend a WebEx meeting. Participants need to call into the teleconference line **AND** login with a computer to view any online materials.

For specific meeting please visit our [website](#) for the current meeting packet, which will include all necessary information for remote connections.

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.