



## CARA Teleconference Participant Instructions

### PARTICIPATING IN THE TELECONFERENCE

- **Overview**
  - Ten topics will be introduced throughout the teleconference. *Please join 15 minutes prior to the start of the teleconference.*
  - Event materials can be found on our Outreach and Education webpage at [http://www.cms.gov/Outreach-and-Education/Training/CTEO/Upcoming\\_Current\\_Events.html](http://www.cms.gov/Outreach-and-Education/Training/CTEO/Upcoming_Current_Events.html).
- **Registration and Participant Dial-In Number Information**
  - To register for the event, please visit the Outreach and Education webpage at [http://www.cms.gov/Outreach-and-Education/Training/CTEO/Upcoming\\_Current\\_Events.html](http://www.cms.gov/Outreach-and-Education/Training/CTEO/Upcoming_Current_Events.html) and select the “**Click here to register**” link.
  - Upon the completion of registration, you will receive a confirmation email with the **Participant Dial-In Number** and information on signing up for **Relay Conference Captioning** if you wish to participate in this manner.
- **Entering the Teleconference**
  - When entering the teleconference, please state your **first and last name**. *Participants will be muted upon entry to the teleconference.*
- **Sharing a Comment during the Teleconference**
  - To comment on a topic, **press \*1**, and you will be placed into the queue to comment on the topic.
  - The queue will be cleared at the end of each topic, and participants will have to re-enter the queue for each topic they would like to comment on.
  - Once participants have provided their comments, they will return to listen-only mode.
- **Registration Questions**
  - If you have questions regarding registration, please contact CMS via email at [CTEO@cms.hhs.gov](mailto:CTEO@cms.hhs.gov). For other questions, please email [PARTDPOLICY@cms.hhs.gov](mailto:PARTDPOLICY@cms.hhs.gov).

### SHARING COMMENTS AFTER THE CALL

- After the call, additional comments can be submitted via mail or electronically to:
  - Email:** [PARTDPOLICY@cms.hhs.gov](mailto:PARTDPOLICY@cms.hhs.gov)
  - Mail:** Centers for Medicare & Medicaid Services  
Attn: Chad Buskirk, Mail Stop C1-24-23  
7500 Security Boulevard  
Baltimore, MD 21244-1850

***Please note that all comments must be received by 5 pm EST, Friday, December 2, 2016.***