



IMPORTANT WEBINAR INSTRUCTIONS

Dear Colleague,

Thank you very much for registering to attend our webinar "3 Things High Performing Firms Don't Want You to Know" presented by CPA Trendlines and Capstone Marketing.

The webinar is scheduled for:

Tuesday, August 7, 2018 2:00-2:30 p.m. Eastern

(That's 1:00 p.m. Central, 12:00 p.m. Rocky Mountain, 11:00 a.m. Pacific)

Here are some useful tips to get the most out of the webinar:

- Reserve a conference room and set up a data display and computer so all your team members can watch the presentation.
- Print enough copies of the presentation handouts so your team members can take notes.
- During the webinar you can submit questions using the Chat box in the lower left corner of the screen.
- The telephone lines will be unmuted at the end for Q&A.
- If you'd like to preserve your privacy, you may use a screen name or only your first name when logging in.

For this webinar, we'll be using Adobe® Acrobat® Connect™ Pro Meeting.

This fast-paced webinar will start promptly at 2:00 p.m. Eastern. *Please connect 10-15 minutes in advance for a tech check. We will not be able to handle service or support requests during the session.*

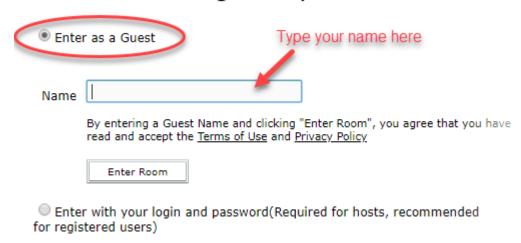
To join the meeting:

1) Point your web browser to:

http://capstonemarketing.adobeconnect.com/Strategies

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(You don't need a login or a password.)

3) Click "Enter Room."

If you would rather use your telephone for the **audio** connection rather than VOIP (audio via your computer speakers) dial on your telephone: **1 (800) 832-0736**. You will be asked to enter Room Number: **9516215**.

If you've ever attended an online web conference, you should feel very comfortable with the state-of-the-art Adobe Acrobat technology. But if you'd like to pre-test your system (it takes less than a minute), or if you need additional help, please click:

https://admin.acrobat.com/common/help/en/support/meeting_test.htm

Following the webinar, you will be invited to complete a very brief feedback survey. We would appreciate it if you would take a few minutes to let us know your thoughts about the session. We are committed to continuous improvement.

Watch your email for additional reminders from Capstone Marketing and a link to download the slide deck for the webinar. Meanwhile, we look forward to a fun, focused meeting with you.

Sincerely,

Jean Caragher

Capstone Marketing

Rick Telberg

Bay Street Group LLC

P.S.: If you have any additional questions or requests before the webinar, please don't hesitate to contact Jean (at <u>icaragher@capstonemarketing.com</u>, or 1-727-324-3379) or Rick (at <u>rtelberg@baystreetgroup.com</u>, or 1-914-602-4641) no later than 30 minutes prior to the program.

P.P.S. This webinar will be recorded.