

New Provider Town Hall Registration Process

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What, When and Why?

Registration will no longer be done through Microsoft Forms but through Zoom.

- ▶ **When:** The switch from using Microsoft Forms to using Zoom will begin **tonight, April 18, 2024.**
- ▶ **Why:** By switching from Microsoft Forms to Zoom, registrants will be able to receive a registration confirmation email with the Zoom meeting invite and link within minutes.



How to Register

The new registration process will be almost identical to the old process.

- ▶ Step 1: Click on the “Sign-Up Here” link in the Provider Town Hall section on the Town Halls webpage on the HHS website.
- ▶ Step 2: Complete and submit the registration form. Shortly after submitting the form, you will receive a confirmation email with the Zoom meeting invite and link.

Other Things to Know

- ▶ The confirmation email will...
 - Come from the email address: **Alex Carfrae <no-reply@zoomgov.com>**
 - List all upcoming town halls for 2024.
 - Include a **link and passcode** for all 2024 town halls.
- ▶ If you **accidentally lose** your confirmation email, you can **re-register** on the Town Halls webpage to receive another email with the link.
- ▶ IME Communications Outlook Invites
 - The old Zoom links will be replaced with the new Zoom registration links in the next few days.
 - Given that registrants will now receive automated confirmation emails, following tonight's meeting, new registrants will **NOT** be added to the Outlook invites.

Questions

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