



## MEMORANDUM

TO: Telecommunications Coordinators

FROM: Frank Cavallaro, Manager  
Bureau of Communication and Computer Services

DATE: September 21, 1999

SUBJECT: CMS Audioconferencing Service

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I hope that you have had an opportunity to use our new State of Illinois Audioconferencing Service available through 1-877-SOIconf. The service is cost effective and easy to use.

Please keep in mind that this is the only audioconferencing service available under master contract and in full compliance with our procurement laws. We strongly encourage you to complete a cost comparison between this service and any other that you may be using or considering. Please also know that you may encounter difficulty having bills from other audioconferencing services processed through the Comptroller's Office.

We previously sent you a user kit which outlines the options and features offered by the service. As a follow up to that kit, we have enclosed flyers to help you announce the service within your agency. The prevailing practices within your agency will determine the ways in which you disseminate the information to the rest of your employees. There are many ways in which you can spread the word and here are a few suggestions:

- provide your current and prospective conference call users with **user kits**
- contact your current users and **re-book standing reservations** under 877/SOIconf
- distribute **table tents** in conference rooms
- prepare an **article** in your agency's newsletter
- provide a **live training session** - we can help!
- conduct a **training session** via **conference call**
- post the **flyers** on your bulletin boards

If you have not had an opportunity to use the service, but would like further information, or additional **flyers and user kits**, please do not hesitate to contact your CSS or Sarah Zervas at 217/524-2159.

FC:dw