**Federal agency staff preview and tour of Ecosystem Commons**

**Meeting Info**

May 9, 3:00 p.m. – 4:30 p.m. ET

1. Please join my meeting to preview and provided feedback on the Ecosystem Commons website to promote collaboration in the ecosystem services arena.

<https://www1.gotomeeting.com/join/520462064>

2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.

Dial +1 (714) 551-0020

Access Code: 520-462-064

Audio PIN: Shown after joining the meeting

Meeting ID: 520-462-064

Meeting Point of Contact: Julie Risien [Julie.Risien@oregonstate.edu](mailto:Julie.Risien@oregonstate.edu) 541-737-2034

**“Homework” Assignment**

Sometime before the call please complete the following steps, it should take 7 minutes or less

1. Go to <http://ecosystem-commons.seed.webfactional.com/>
2. Create a user account by filling in the gray box on the right side of the screen “Join and Learn More”
3. You will instantly receive an email from [admin@ecosystem-commons.seed.webfactional.com](mailto:admin@ecosystem-commons.seed.webfactional.com). Follow the 2nd of 3 links provided in the email and click the log in button. You will be automatically logged in with your temporary password.
4. Immediately go to the “My Stuff” menu and select “My Profile”. Click the “Edit” tab. Enter a new password. Set your location either using an address or clicking on the map. Continue scrolling down and upload your picture, set your time zone and save. Next, choose the personal information option (under the edit tab). Fill out your job title and anything else you would like to share. Make sure you save.
5. You’re done! Feel free to navigate away from your profile and take a look around. We will go through each of the tabs during the meeting.

*Note that this process is not yet streamlined; if you experience any challenges, do not hesitate to call me 541-737-2034. I would be happy to walk you through the process.*

**Other items to prepare for the meeting**

* Identify one or two documents that you feel are the most important and useful references on ecosystem services. These can be from your agency or not.
* Think about how you might use this collaborative tool. To collaborate within your agency, department, across agencies, with states, with NGOs, or industry? Do you want to share documents, start discussions, get your work peer reviewed, locate new collaborators?
* Feel free to send questions to me ahead of time so I can integrate the answers into the tour. [Julie.Risien@oregonstate.edu](mailto:Julie.Risien@oregonstate.edu)

**Agenda**

3:00 p.m. Introductions (name, agency, department, involvement in ecosystem services, how you hope to use EcosystemCommons.org)

3:10 p.m. Overview of the website (history, goals, partners, public launch)

3:20 p.m. Status of website development

3:30 p.m. Tour of major features with Q&A

* Home page
* About
* Community and Groups
* ES Catalog
* Resources
* My Stuff

4:15 p.m. Moving forward (what’s next to help agencies get the most out of Ecosystem Commons?)

4:30 p.m. Adjourn