

LCFS RT WG members,

As we near the LCFS RT User Acceptance Testing (UAT) timeframe, we would like your response to the following arrangement for testing.

Meeting Dates:

The proposed dates for the UAT will be 8/23 to 8/25 (Monday to Wednesday). On 8/23, we will kickoff the UAT with a system demo and walkthrough, and explanation of the UAT process. Trinity Technology Group, our contractors on the LCFS RT project, will provide the system overview as well instructions on executing the UAT testscripts and submitting feedback. We anticipate the kickoff to run from 9 am to 12 noon PST. The subsequent two days will be reserved for individual demos and walkthroughs. For those that would like a more detailed explanation of the system, we are accepting reservations for 8/24 and 8/25 for Trinity to conduct a personalized demo of the system. During the personalized demo session, you will receive an opportunity to navigate the system with assistance from Trinity. For the personalized demo, you can participate either a) in person at the ARB headquarter and sit with Trinity or b) conduct a personal demo online with Trinity. If you are interested in the personalized demo, please let me know by Friday 8/6, and indicate the date and whether you will be here in person or online.

Meeting Logistics:

Meeting dates, time, and location

Date: August 23

Time: 9 am to 12 noon PST (proposed)

Location: Online via MS Live Meeting

Notes: No reservation required; open to all WG members

Date: August 24 and 25

Time: 9 am to 5 pm PST (proposed); each session will be about 1 hour

Location: Online via MS Live Meeting or In Person

Notes: Reservation Required

Technical requirements:

The UAT kickoff and personalized demo sessions will be conducted via MS Live Meeting. If you are not familiar with this meeting format, please visit <http://office.microsoft.com/en-us/live-meeting/microsoft-office-live-meeting-2007-system-requirements-HA101791918.aspx>

You will need to install the MS Live Meeting client on your computer. You can download the client at <http://office.microsoft.com/en-us/help/download-the-microsoft-office-live-meeting-2007-client-HA010173383.aspx>

You will also need a computer with audio input (microphone) and audio output (speakers or headphone).

Please let us know by Friday, August 6, if you have any conflicts to the proposed schedule or would like to reserve a personalized demo session. For the personalized demo sessions, please indicate a date and time. Each session is limited to 1 hour, unless time permits.

If you have any questions, please feel free to contact me.

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