**Video Conferencing Assistance**

DeKalb First meetings are available to Prime contractors that are not able to attend meetings in person within the designated time period of a solicitation in which they have interest (please see ordinance for [details](http://www.dekalbcountyga.gov/sites/default/files/2016%2009%2027%20LSBE%20Local%20Small%20Business%20Enterprise%20First%20Program%20-%20FULLY%20EX....pdf)).

All DeKalb First meetings will be broadcast via Microsoft Skype®. It is the intention of our LSBE Program team to pre-register all interested Primes prior to the upcoming meeting dates.

In our efforts to ensure availability to our meetings the following information should assist if pre-registration is not completed.

DeKalb First Meetings will be administered by [pcadmin-ops@dekalbcountyga.gov](mailto:pcadmin-ops@dekalbcountyga.gov), every Wednesday at 10a-11p and 2p-3p.

***The information below can be utilized to assist if necessary.***

Microsoft® software below is not managed nor administered by DeKalb County, the links are provided for convenience.

**[](https://www.skype.com/en/)**

**Supported Operating System**

Windows 10, Windows 7, Windows 8.1

* + **Browser**: Windows Internet Explorer 10 Internet browser, Windows Internet Explorer 9, Windows Internet Explorer 8, Windows Internet Explorer 7, or Mozilla Firefox web browser
  + **Memory**: 2 gigabytes (GB) of RAM

For additional system requirements, see [Lync 2013 Preview System Requirements](http://technet.microsoft.com/en-us/library/gg412781(v=ocs.15).aspx), at TechNet.

**[](https://www.microsoft.com/en-us/download/details.aspx?id=35450)**

**Supported Operating System**

Windows 7 Service Pack 1, Windows 8

* + **Browser**: Windows Internet Explorer 10 Internet browser, Windows Internet Explorer 9, Windows Internet Explorer 8, Windows Internet Explorer 7, Windows Internet Explorer 6, or Mozilla Firefox web browser
  + **Memory**: 2 gigabytes (GB) of RAM

For additional system requirements, see [Lync 2013 Preview System Requirements](http://technet.microsoft.com/en-us/library/gg412781(v=ocs.15).aspx), at TechNet.