

Microsoft Teams Instructions  
& NILE ISS 5 RFI Industry  
Day Logistics

## Setting Up Microsoft Teams

Microsoft Teams (MS Teams) can be set up either on your cell phone or computer. You can access MS Teams via a web browser or through the Teams desktop application on your computer. If you are using the web browser, we highly recommend you use Google Chrome browser. You can also download the MS Teams app on your phone.

\*It is important to note that for official documents must not be downloaded off Teams onto your personal devices.\*

## Joining the Meeting

The NILE PMO will open the meeting 30 minutes beforehand at 12:30 PST on 20 October and 14:30 CET on 21 October. This time will be used to ensure that all attendees are able to join the meeting successfully, and to facilitate a prompt start. There will not be any briefing material available during these 30-minute slots, nor will there be any question and answer available with the NILE PMO.

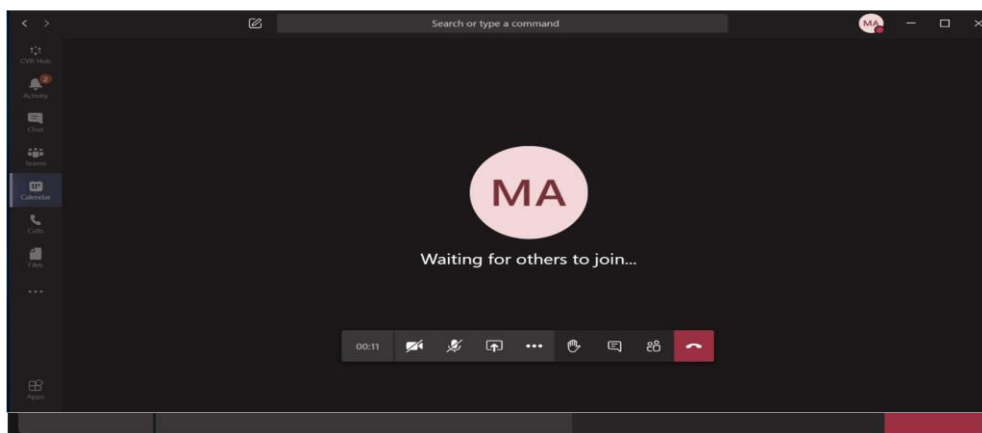
To join the Industry Day meeting, use either one of the two options outlined above – joining the meeting via the calendar tab or joining the meeting via link in the email invite.

If there are any issues joining the meeting, the NILE PMO has set up the following way to contact us to help troubleshoot:

- 1) The PMO functional email account will be monitored the hour leading up to the meeting. Issues can be communicated to the NILE PMO via this account, at [PMW\\_150\\_Nile\\_PMO@navy.mil](mailto:PMW_150_Nile_PMO@navy.mil)

Please note that video will not be used during these events, in order to conserve bandwidth. Once joined, we ask that all attendees mute themselves to minimize the noise. The NILE PM will begin the meeting by welcoming participants to the Industry Day. Participants will then be invited to introduce themselves briefly.

When you join the events, you will see this view:



View of MS Teams using the desktop app

Tool display. From left to right: Timer, Camera (turned off), Mic (turned off), Share screens function, More options, Raise Hand, Chat, Participants, and end call.

### Briefs

Ms. Aguilar will share her screen for all attendees to view the briefs.

### Speakers

There will be four main speakers throughout the meeting: the NILE Project Manager, the UK Representative to the NILE PMO, the Italian Representative to the NILE PMO, and the NILE PMO Contract Specialist. Attendees are encouraged to ask questions and/or provide feedback. Refer to the following paragraph on the intended protocol for all questions.

### Questions

Please hold all questions to the end of the appropriate brief. If you would like to ask a question, please use the “raise hand” function on MS Teams. The moderator will invite those who have raised their hand to ask their question verbally, by unmuting themselves. If you would like to refer to a specific slide, please state the slide number, and note that there is a slight delay when sharing screens. Either the presenter or the appropriate subject matter experts will answer the question.

Both events are being held at an unclassified level. Accordingly, we request that attendees consider the classification of any questions they ask, and the answers that they will entail. The Government will not be able to answer any questions of a classified nature, or that contravene the NILE ISS MoU A5.

### Recording

Both events will be recorded using MS Teams. This will allow the NILE PMO to distribute a transcript of all questions and answers from both events on [www.link22.org](http://www.link22.org). The recording will be archived, and will be made available to all interested vendors upon written request.

The Government recommends the following:

1. As the events are being recorded, all vendors must be on mute (other than when asking a question), so that no vendor proprietary information is inadvertently recorded by the Government or the vendor.
2. Vendors may not modify any recording of the events.
3. Vendors may not take excerpts from any recording and combine with another recording.
4. Any future questions on the solicitation will be answered referencing the Government

recording of the Industry Days as necessary. Vendor recordings may not be submitted as part of the question, and if submitted, will not be considered or referenced in the answer.

Meeting Summary

<b>NILE ISS 5 RFI Industry Day – 20 October 2020</b>				
<u>Agenda Item</u>	<u>Lead</u>	<u>Time (mins)</u>	<u>Start Time (PST)</u>	<u>End Time (PST)</u>
Administrative Items	Ms Marissa Aguilar	5	13:00	13:05
Opening Statement & Welcome	Mr Chuck Schwartz	10	13:05	13:15
Participant Introductions	All	10	13:15	13:25
NILE ISS 5 RFI Brief	Ms Amy Kilby	30	13:25	13:55
NILE ISS 5 RFI Technical Brief	Capt Filippo Gandini	20	13:55	14:15
NILE ISS 5 RFI Contract Brief	Mrs Mary Kopa	15	14:15	14:30
Open Question & Answer Session	All	30	14:30	15:00

<b>NILE ISS 5 RFI Industry Day – 21 October 2020</b>				
<b>**PLEASE NOTE THAT THE START TIME IS DIFFERENT TO PREVIOUSLY ADVERTIZED**</b>				
<u>Agenda Item</u>	<u>Lead</u>	<u>Time (mins)</u>	<u>Start Time (CET)</u>	<u>End Time (CET)</u>
Administrative Items	Ms Marissa Aguilar	5	15:00	15:05
Opening Statement & Welcome	Mr Chuck Schwartz	10	15:05	15:15
Participant Introductions	All	10	15:15	15:25
NILE ISS 5 RFI Brief	Ms Amy Kilby	30	15:25	15:55
NILE ISS 5 RFI Technical Brief	Capt Filippo Gandini	20	15:55	16:15
NILE ISS 5 RFI Contract Brief	Mrs Mary Kopa	15	16:15	16:30
Open Question & Answer Session	All	30	16:30	17:00

## Post-Meeting Actions

All questions and answers from both Industry Days will be transcribed from the recording, and a written record will be posted on [www.link22.org](http://www.link22.org) and eCommerce.

If the volume of questions exceeds the schedule allotted for either of the Industry Days, attendees will be invited to submit additional questions by email and answers will be posted to [www.link22.org](http://www.link22.org) and eCommerce.