*Registration*

* Ahead of the meeting, click the link: <https://attendee.gotowebinar.com/register/4161843232134153227>
* Register for the event by entering your first name, last name and email address and clicking “Register.”
* On the next page you will see an option to “Add to Calendar.” If you would like to generate a calendar invite with these meeting details, click here and select the type of invite you would like (i.e. Outlook, Gmail, etc.).
* Test your connection ahead of time, click “[check system requirements](https://support.goto.com/webinar/system-check-attendee)” to make sure you’re all set to join before the meeting date/time. If possible, please join through your local computer (as opposed through a VPN). You will need a computer and either (a) speakers and microphone or (b) telephone to participate.
* You will receive a confirmation email after this with additional information about how to join the webinar, including a link you will use when “Joining the meeting.” Do not share this link with anyone, it is unique to your registration.

*Joining the Meeting*

* We recommend joining 15 minutes or so before the scheduled start of the meeting to make sure everything is up and running before the meeting is called to order.
* Using the link from the confirmation email on a desktop/laptop computer, click “**Join Webinar**.” You should be able to see the organizer/presenter screen and a Control Panel with information about audio and participation controls.
* You can use your computer or a telephone to join the webinar audio. To participate **by telephone**, dial the **phone number** in the Control Panel and enter the **access** **code** followed by the # sign. Following that, please enter **your audio PIN**. If you would like to join webinar audio by computer, select **computer audio**.

**If you wish to participate only by phone**, you can do so by dialing 415-655-0060. When prompted, please enter access code 269-653-999. Please note that you will not be able to interact with the presenters and other participants. However, you will be able to follow along in the agenda.

*Participating in the discussion (directors and alternates, DRCOG staff)*

For questions and comments during agenda topics

* Raise your hand by clicking the hand/arrow icon in the control panel.
* Once it is your turn, staff will say your name and unmute you (make sure you are also unmuted on your end).
* After your remarks, please mute yourself.

*Asking a question of the meeting organizer (all meeting participants)*

For technical issues and/or logistics questions

* Locate the question box in the control panel.
* Type in your question for the meeting organizer and hit send. This will only be seen by staff, not all of the meeting participants.
* Staff will get back to you, please be patient as they may also be facilitating the webinar.