How to Participate in the June 16, 2020 DRCOG Regional Transportation Committee

Registration

- Ahead of the meeting, click the link: https://attendee.gotowebinar.com/register/93345646146712846
- 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" 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.

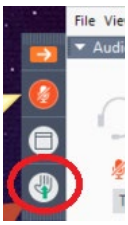
Joining the Meeting

- 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 (415-655-0052)** in the Control Panel and enter the **access code (621-869-597)** 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 415-655-0052. When prompted, please enter access code 621-869-597. 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 (committee members 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.