

## How to Participate in the November 4, 2020 DRCOG Board Work Session

### Registration

- Ahead of the meeting, click the link:  
<https://attendee.gotowebinar.com/register/8308752495963618574>
- 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

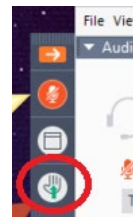
- We recommend joining 15 minutes or so before the scheduled start of the meeting to make sure everything is up and running before the meeting is called to order.
- Using the link from the confirmation email on a desktop/laptop computer, click “**Join Webinar.**” You should be able to see the organizer/presenter 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 (415-930-5321)** in the Control Panel and enter the **access code (492-583-330)** 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 415-930-5321. When prompted, please enter access code 492-583-330. 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 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.