

606 Conducting the Virtual Meeting

Setting Up

The Department currently uses the GoTo Webinar platform for the virtual component. When setting up the virtual meeting event and registration link, it's important to understand the three primary roles for an online meeting: Organizer, Panelist, and Attendee.

- Organizers are those who schedule the meeting and serve as a meeting moderator. Co-organizers can assist with functions such as keeping time, managing the question and chat boxes, and providing technical support.
- Panelists are those who are speaking during the event, such as the project manager and subject matter experts.
- Attendees are people that register and join the online meeting to learn about the topic and provide comments.

For more information, see [How to Set Up and Host a Virtual Public Meeting Using GoTo Webinar](#).

Welcome

As people join the meeting, the organizer should periodically thank them for joining and letting them know that the meeting will soon begin. As an alternative, include a statement on the screen with a similar message.

Virtual Broadcast

The goal of the virtual meeting is to replicate, as much as possible, the experience and information provided at the in-person meeting. This can

be achieved by walking through the various boards and display materials on slides or providing a presentation about the project. As part of the virtual broadcast, participants are typically encouraged to ask questions through the question box with the moderator reading the question and the FDOT or consultant PM providing a response. GoTo Webinar provides the ability to unmute an individual if verbal comments are allowed. Make sure to discuss with the project team the most appropriate way to taking questions during the virtual broadcast.



Collecting Comments

During the virtual broadcast, invite participants to ask questions through the question box or verbally after unmuting them. Throughout the meeting, remind participants that they can send their comments by filling out a comment form and mailing it in or by sending an email to ensure that their comments are documented.