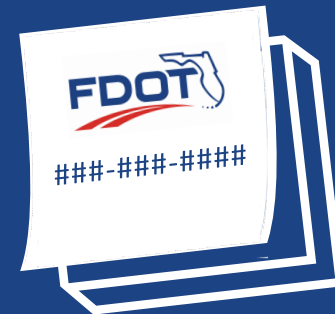


Virtual Public Meeting

Attendee Guide

For the GoToWebinar Meeting Platform



Hello!

Thank you for your interest in participating in a virtual public meeting using the GoToWebinar meeting platform.

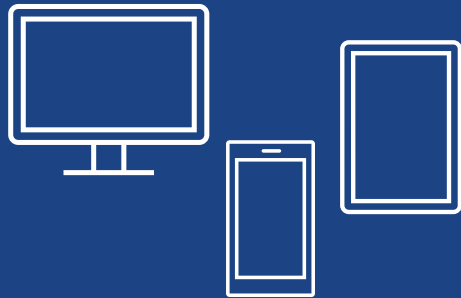
We hope this guide is helpful to you.



Virtual public meetings
are recorded

A link to the recording will be emailed to everyone who registers for the meeting. It will also be posted at <project webpage>.

How do you plan to participate?



To view the meeting online, register for the meeting and you will receive a meeting link in a follow-up email.



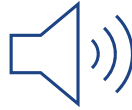
To dial in on a telephone line to listen to the meeting, register for the meeting and receive the telephone number and PIN in the follow-up email.

Download the
PRESENTATION
SLIDES

here▶

The telephone number will also be listed in meeting notifications and at <project webpage>.

Join the meeting 10-15 minutes early to get situated.



If using the meeting link

AUDIO OPTION **1**

- Click link
- Look for Control Panel
- Select **Computer Audio**
- Select your **Microphone**
- Select your **Speakers**
- **Check sound**

If using the meeting link

AUDIO OPTION **2**

- Click link
- Select **Phone Call**
- Dial phone #
- Dial **Access Code**
- **Enter Audio PIN** (links your registration to phone #)



If you are dialing in directly and not using the online meeting link...

The **Dial-in Number** and **Audio Access Code** can be found in one of these places:

1. Email sent after you registered (**includes Audio PIN unique to you**)
2. FDOT meeting notice (**letter, newsletter or newspaper advertisement**)
3. <Project website>
4. <Add others as needed>

During the meeting



If you used the meeting link...

You will see and hear the presentation.

If dialing in, mute the computer speaker and microphone to avoid audio feedback.

All Attendees will be placed in "listen-only" mode.

Attendee webcams will be disabled. No one will be able to see you during the meeting.



If you dialed in directly...

You will only hear the presentation. Follow along with the presentation slides downloaded before the meeting at <project webpage>.

Submitting questions or comments

meeting link users

1. Look for the **Questions box** on the **Control Panel**.
2. **Type** your question or comment.
3. Click **Send**.

Questions and comments can also be submitted by mail, email, or telephone.



See FDOT contact information during the meeting, in meeting notifications and at <[project webpage](#)>.




If the **Raise Hand** feature is used at the meeting...

Click the **Raise Hand** icon on the **Control Panel** to request to speak.



When **unmuted** by the Organizer, everyone will be able to hear you.

If you hear an echo, lower the volume on your speakers. 

Need help with anything ?

Please let us know.

Staff will be on-hand to assist during the meeting if you have a technical issue.

Type the issue in **Questions box** on the **Control Panel** and we will do our best to assist you.

You can also click **Help** on the **Control Panel** to access online instructions.

