



February 24, 2021 Gulf of Mexico Fishery Management Council AP Meeting

How to Join the Meeting

Step 1: Register for the Meeting

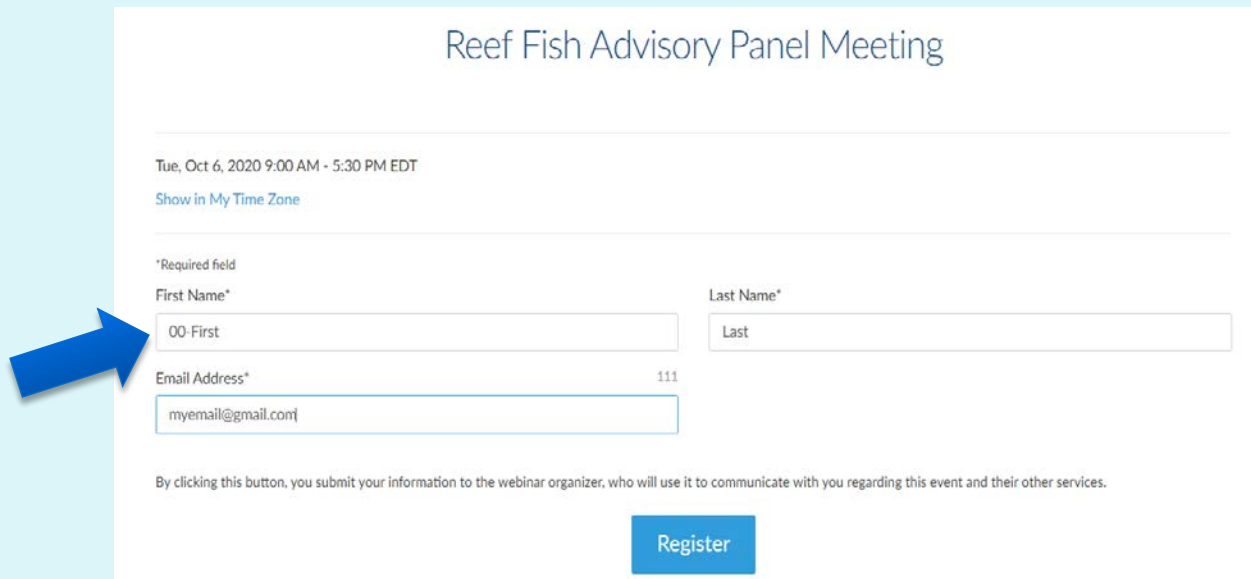
Please register for the February 24 meeting!

<https://register.gotowebinar.com/register/423244216197299728>

You will receive a registration confirmation via email from Gulf Council (gulfcouncil@gulfcouncil.org) Save this email! (note - you may need to check junk or spam inbox)

To distinguish AP members from staff and the public your name will appear in the following format: 00-John* Example: First Name: 00-John / Last Name: Doe

*00– easily identifies AP members for administrative staff running the meeting



Reef Fish Advisory Panel Meeting

Tue, Oct 6, 2020 9:00 AM - 5:30 PM EDT
[Show in My Time Zone](#)

*Required field

First Name* Last Name*

00-First Last

Email Address* 111
myemail@gmail.com

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

Register

Step 2: Joining the Meeting

- Important - please sign in 15-20 minutes before the meeting start time. This will provide the time needed to test webinar functions such as muting and unmuting.
- Click the link located in your registration confirmation email. Note: This link should not be shared with others; it is unique to you.

If you misplace your registration confirmation email contact
Bernie: 813-453-1656 (call or text)
bernadine.roy@gulfcouncil.org
Camilla: 317-652-4933
camilla.shireman@gulfcouncil.org

Thank you for registering for "Reef Fish Advisory Panel Meeting".

Please send your questions, comments and feedback to: gulfcouncil@gulfcouncil.org

How To Join The Webinar

Wed, Feb 24, 2021 9:00 AM - 5:30 PM EST

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. Click the link to join the webinar at the specified time and date:

Join Webinar

Note: This link should not be shared with others; it is unique to you.

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

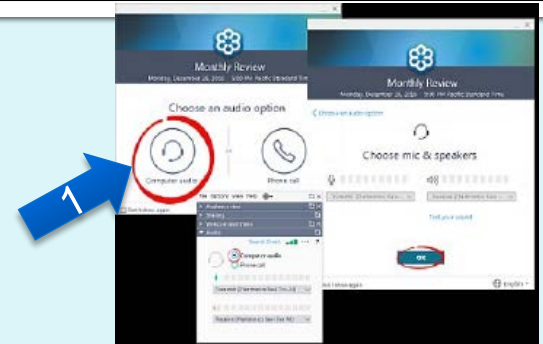


Step 3: Connecting to Audio

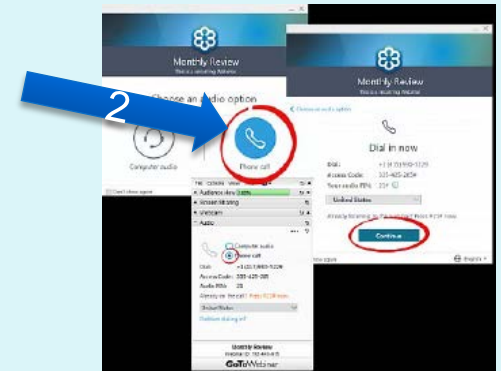
TWO AUDIO OPTIONS

OPTION ONE: Computer Audio (headset or earbuds with mic is best)
In Audio Settings box select “Computer Audio” Next, select the microphone and speaker options that correspond with your computer

PRO TIP: you may have to unplug and re-plug in your audio device for your pc to recognize and setup the device for use.



OPTION TWO: Phone Audio
In Audio Settings box select “Phone call” Then, using your phone, call the number provided and when prompted enter the Access Code and Audio PIN
Your Audio PIN is unique to you. Do not share it with others.



NOTE: Either option can be used but please do not use both at the same time on different devices. Doing this will create an echo when speaking. Make certain to MUTE your computer or other device.

Step 4: How to be Recognized

RAISE YOUR HAND FUNCTION

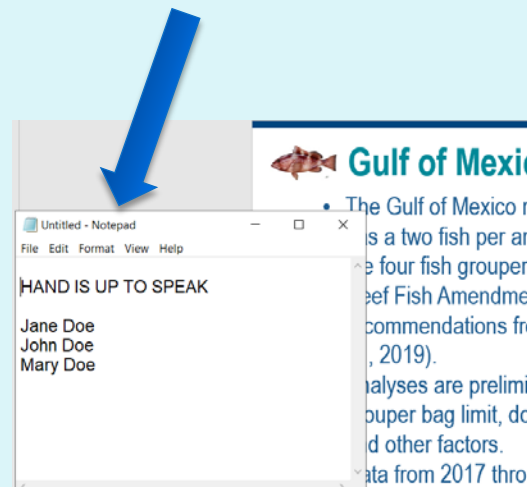
1. If you wish to be recognized to speak please click the “Raise Hand” button.
2. Be patient. We will be working directly with the Chairman and showing a live notes page on screen so all can see who is next to speak (has a hand up).

Raise Your Hand Tutorial

To signal you want to ask a question, click the icon shown in the red oval.



To lower your raised hand, click the icon shown in the green oval.



Step 4: Muting and Unmuting

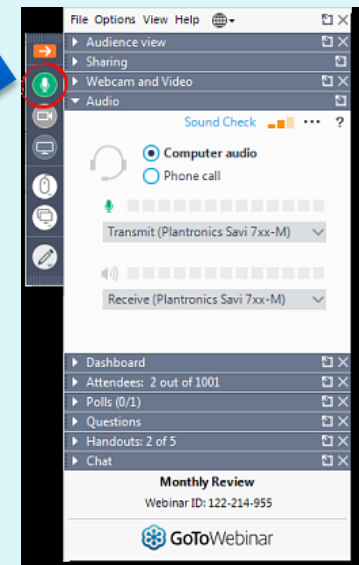
You must unmute yourself if you wish to speak. Click the “microphone” button to mute and unmute.

Unmuted = GREEN

Muted = RED

You may also use the muting/unmuting function on your phone if using telephone audio.

Please mute yourself when you are finished speaking.



Step 5: Making Motions

OPTION ONE: *Via Email*

Send your motion to meetings@gulfcouncil.org

OPTION TWO: *Raise Hand Function*

To be recognized please raise your hand



You can't deny I move like
Jagger, your honor.

Trouble Shooting

If you have trouble joining the meeting, require assistance, or have questions, contact:

Bernadine Roy

- bernadine.roy@gulfcouncil.org
- 813-453-1653

Camilla Shireman

- camilla.shireman@gulfcouncil.org
- 317-652-4933

