



**Preparation for Providing
Public Comment
Via GoToWebinar
During the
May 12, 2020
Interim Council Meeting**

Register for the May 12, 2020 Webinar

<https://attendee.gotowebinar.com/register/3643118935378929420>

- After clicking the link you should see a screen like this



- Fill in your name and e-mail, and click register.

- In addition to receiving on screen confirmation of registration

You will also receive a registration confirmation via email from

Meetings Gulf Council

(meetings@gulfcouncil.org). Save this email! *Check Spam or Junk folders, if necessary*



You must register for the webinar!

If you do not register for the webinar, you will not be able to provide public comment.

BEFORE MEETING DAY

CHECK YOUR ABILITY TO USE GOTOWEBINAR

- Run a check on the system you will use on meeting day




Run a check on your system before using GoToWebinar
<https://support.goto.com/webinar/system-check-attendee>

Here you can also try a test session where you can test your sound and other features



GoToWebinar Attendee System Check for Classic Webinars


Looks good! You can join a webinar.





- ✓ OS - Windows 10
- ✓ Browser - Chrome 81
- ✓ Internet connection - Strong

[Test your system again](#)[View System Requirements](#)

Next steps

**Try a test session**
First time

**Join a webinar**
Attendee

**Learn How**
Join guide

Are you hosting a webinar? [Check your system.](#)

MEETING DAY

JOINING THE WEBINAR

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 Karen:

813-450-5974 (call or text)

karen.hoak@gulfcouncil.org (email)

Thank you for registering for "Interim Council Meeting: May 12, 2020".

The meeting will begin soon.

Meeting materials and agenda: <https://gulfcouncil.org/meetings/council/may-council-meeting-2020/>

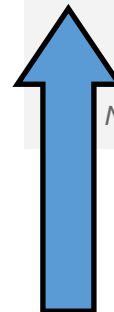
Please send your questions, comments and feedback to: meetings@gulfcouncil.org

How To Join The Webinar

Tue, May 12, 2020 10:00 AM - 12:00 PM EDT

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

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



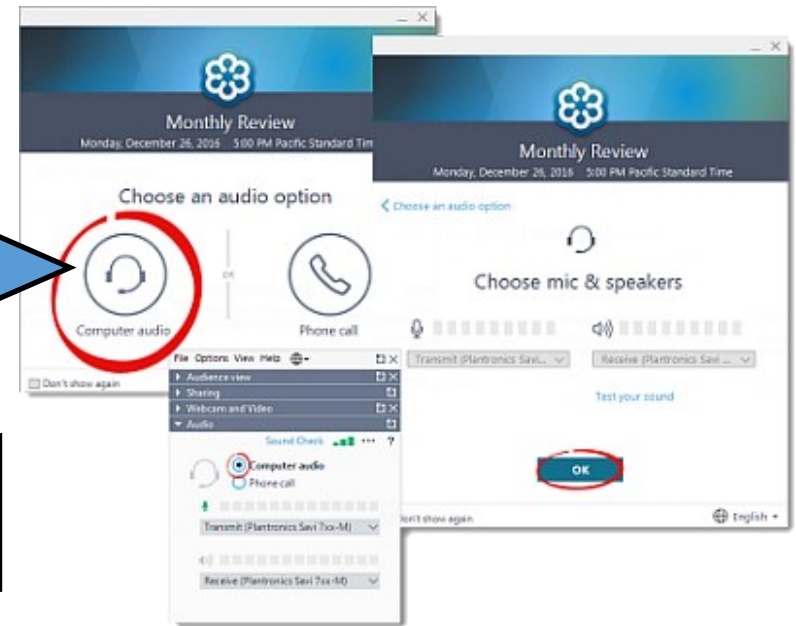
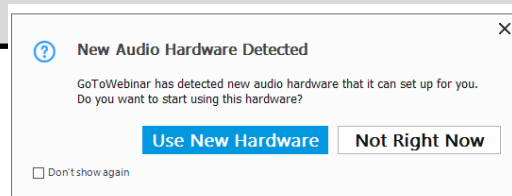
Note: This link should not be shared with others; it is unique to you.

AUDIO SETTINGS

OPTION ONE: *Computer Audio - Preferred*

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.

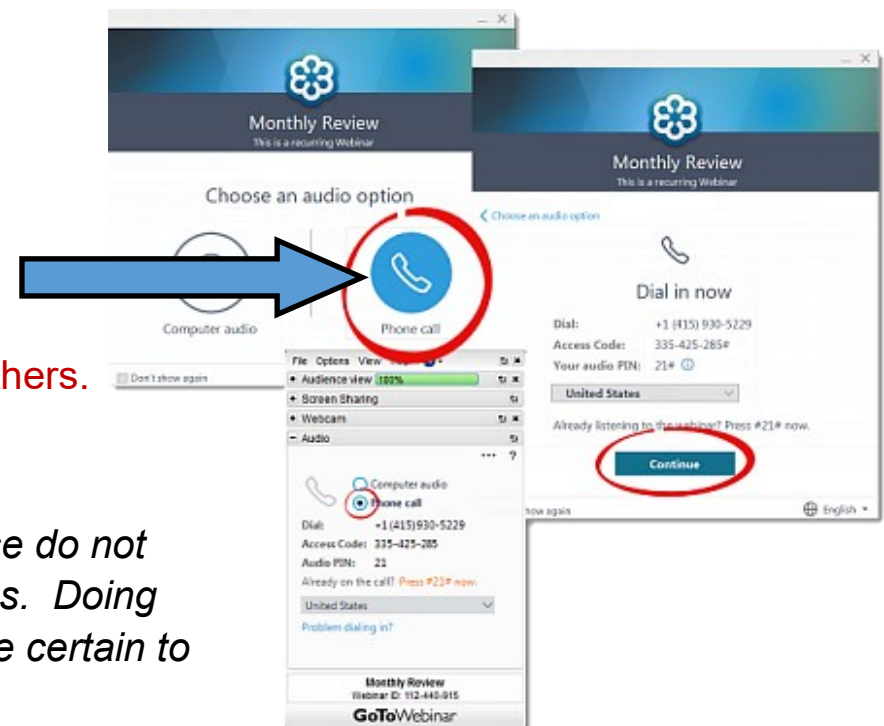


OPTION TWO: *Phone Audio*

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.



Please note!

Either of these options 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.

MEETING DAY

SIGNING UP TO PROVIDE PUBLIC TESTIMONY

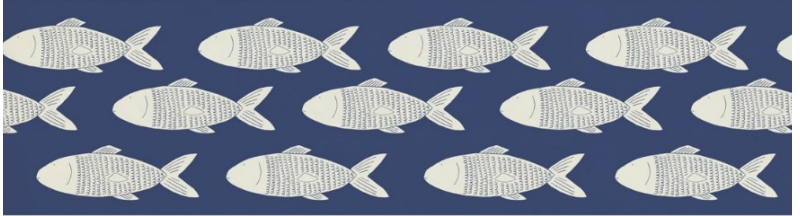
You must register to provide testimony.
Please make certain to use the exact
sign in (first and last name) used to sign
into GoToWebinar.

[Registration Link](#)



Registration begins on May 11, 2020.

Public Testimony begins at 11:00 AM EDT
on May 12, 2020.



May Council Meeting Public Testimony Sign In

Form description

Enter your first and last name *

Please use the name you will be using to sign in to the Council meeting webinar.

Short answer text

PUBLIC TESTIMONY

WHAT TO EXPECT

- Chairman Frazer will read the Public Testimony Statement
- GoToWebinar will display a split screen.

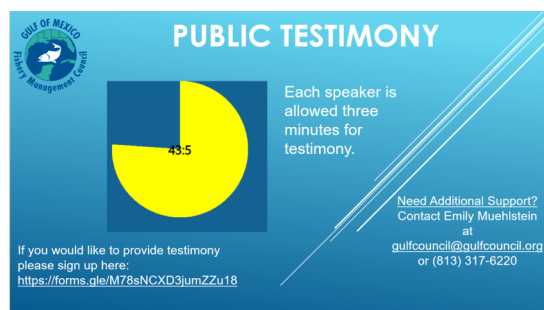
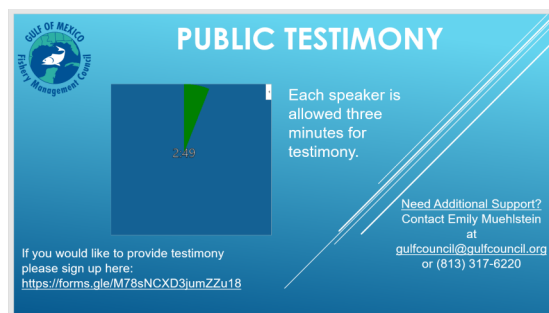
Screen 1: List of Public Testimony Names

Screen 2: Countdown Timer



FIRST AND LAST NAME
Test One
John Doe1
Jane Doe1
John Doe2
Jane Doe2

- The first name on the list will be called.
- When your name is called a staff member will unmute your line and make certain you can speak and be heard.
- The 3-minute countdown timer will be activated. See timer graphic below.



- After providing testimony please wait for possible questions from Council Members.

TROUBLESHOOTING

The Gulf Council support person is here to help!

General Webinar and Public Testimony Support

Karen

813-450-5974 (call or text)

karen.hoak@gulfcouncil.org (email)

Public Testimony Support

Emily

813-317-6220 (call or text)

gulfcouncil@gulfcouncil.org (email)

