Gulf of Mexico Fishery Management Council AP and SSC Meetings

How to Provide Public Comment

Step 1:
Register for the Meeting
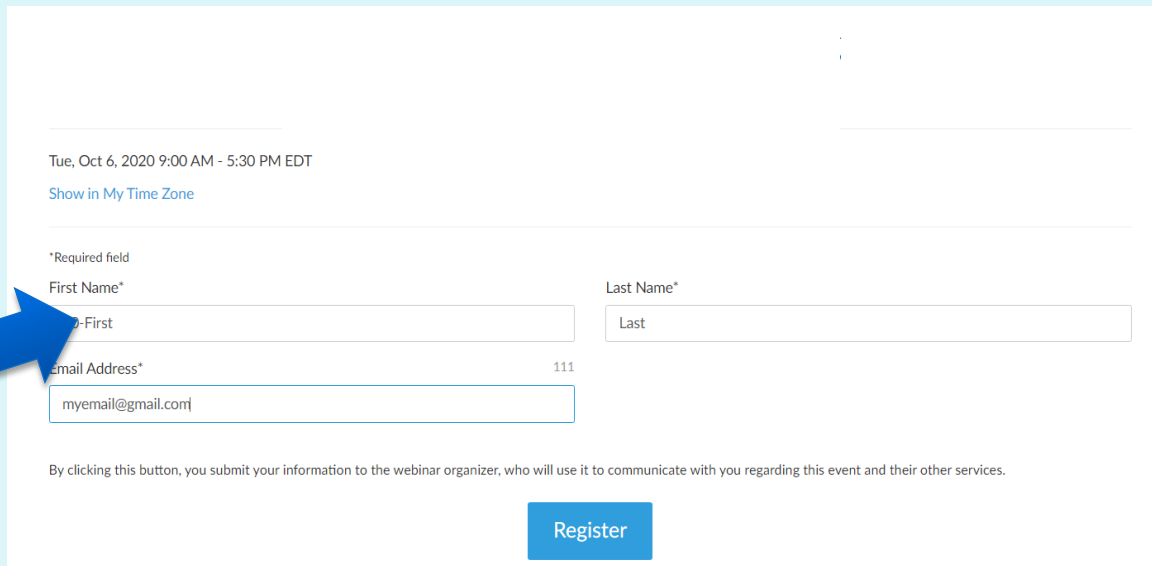
Scheduled AP Meetings can be found here:
https://gulfcouncil.org/meetings/ap/

Scheduled SSC Meetings can be found here:
https://gulfcouncil.org/meetings/ssc/

Locate the WEBINAR LINK for the meeting you wish to provide public comment and register for that meeting. Note: you will receive a confirmation email. Sometimes these confirmations go to your junk or spam inbox.

Step 2:
Joining the Meeting

- Click the link located in your registration confirmation email. Note: This link should not be shared with others; it is unique to you.

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.

If you misplace your information you may re-register for the meeting:

Scheduled AP Meetings can be found here:
https://gulfcouncil.org/meetings/ap/

Scheduled SSC Meetings can be found here:
https://gulfcouncil.org/meetings/ssc/

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.
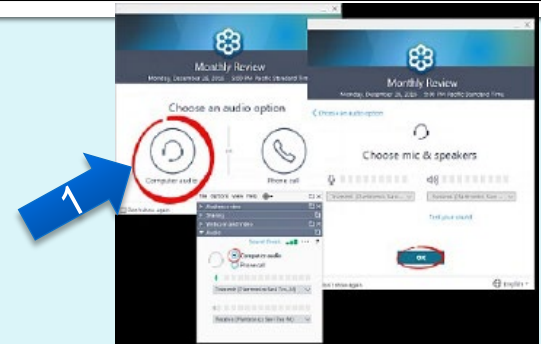
OPTION TWO: Phone Audio
In Audio Settings box select "Phone call" Then, using your phone, call the number provided and when prompted enter the Access Code and Audio PIN
Your Audio PIN is unique to you. Do not share it with others.
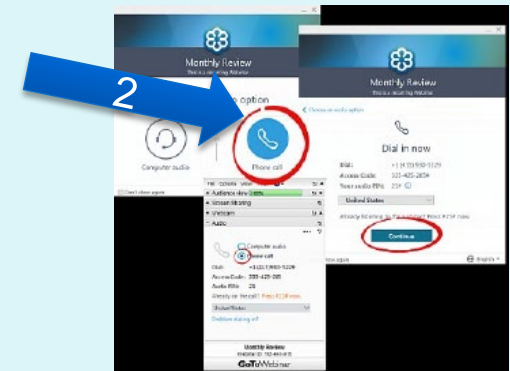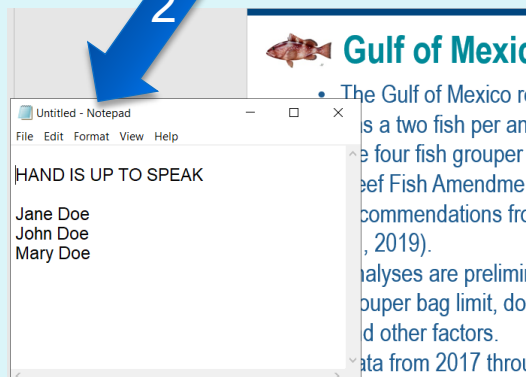
NOTE: Either option can be used but please do not use both at the same time on different devices. Doing this will create an echo when speaking. Make certain to MUTE your computer or other device if using the phone audio.

Step 4:
How to be Recognized

PLEASE USE THE RAISE YOUR HAND FUNCTION IF YOU WISH TO PROVIDE PUBLIC COMMENT

1. If you wish to be recognized to speak please click the "Raise Hand" button.

2. Be patient. The meeting organizer works directly with the meeting Chairman and also typically shows 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.

Raise Your Hand

Webinars are better when you participate.

Untitled - Notepad
File Edit Format View Help

HAND IS UP TO SPEAK

Jane Doe
John Doe
Mary Doe

Step 4:
Muting and Unmuting

Once your name is called the meeting organizer will unmute your line.

NOTE: You must also unmute your line once you are recognized / your name is called. 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.

The meeting organizer will re-mute your line when you are finished providing your public comment.
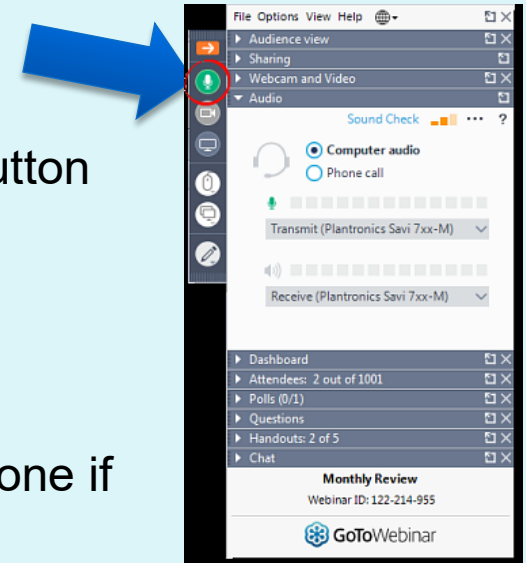
Additional information...
GoToWebinar Audio Troubleshooting
https://www.gotomeeting.com/meeting/resources/troubleshooting-audio-and-microphone-issues

Trouble Shooting

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

GoToWebinar Support
https://support.goto.com/webinar

Gulf Council Support
gulfcouncil@gulfcouncil.org