

May 06, 2020 9:00 a.m. – 11:30 a.m.

## VIRTUAL MEETING REGISTRATION AND ACCESS INFORMATION

If you would like to attend the May 6 AV Work Group Executive Committee meeting, you will need to register by clicking <a href="here">here</a> and following the registration instructions. This meeting will be conducted using GoTo Meeting Webinar.

Once registered, you will receive an email confirming your registration along with information on how to join the meeting on May 6, as well as how to call in if should you prefer to attend via your phone.

**Please do not share your link with others.** Each registrant has their own unique link that is connected to their name. If you are unable to attend this webinar after you have registered, there is a link in the GoTo Meeting Webinar calendar invitation to cancel your registration.

## **Instructions & Tips for our virtual GoTo Meeting Webinar:**

- Joining Audio when you launch the meeting:
  - To use your computer's mic and speakers:
    - Click Computer audio
      - NOTE: If you have multiple audio devices, please use the drop-down menus to select the desired audio device(s)
    - Click Continue.
  - o If wishing to view presentations, but will be using your telephone for audio:
    - In the GoTo Meeting Webinar join screen, click Phone call
    - Dial the phone number provided on the join screen and enter the participant code provided
    - Click Continue.
  - If joining the meeting by telephone only (not wishing to view the presentations):
    - Dial the phone number provided in your meeting invitation, and enter the participant code provided
- **Please remember to mute yourself** when you join the meeting.
- **Please hide or turn off camera feeds** to help minimize visual distractions. Camera feeds will be on for presenters during their presentation time.

If you have questions about registering for the May 6th AV Work Group Executive Committee meeting, please contact Kathryn Murdock: 206-922-6235 | <a href="mailto:kmurdock@enviroissues.com">kmurdock@enviroissues.com</a>.