



## **How to Join the Meeting & Provide Public Comment**

Here are a few things you need to know before joining your first GoToWebinar online meeting. You can join the meeting from your Mac or Windows desktop or just about any smartphone or tablet. This guide shows you how to join and participate.

### 1. Register

- Be sure to register for the meeting using the link provided on the board meeting agenda or on the website.
- After registering, you will receive a confirmation email which will include a link to joining the meeting and also the webinar ID.
- You can submit your registration anytime to get the invitation email about joining the meeting.

### 2. You're invited

- The invitation email or message will include a link to the meeting
- The invitation will also include instructions for using the phone or your computer's mic and speakers (VoIP) for audio

**Computer (desktop app/web browser):** follow the instructions in the invitation email which will include information and a link on how to join the meeting.

**Mobile/Tablet:** Get started with GoToWebinar on your mobile device by downloading the GoToWebinar app from the [App Store](#), [Google Play](#) or [Windows Phone Store](#). Then join the meeting by opening the app and entering the webinar ID you received in an email from the meeting organizer.

### 3. Be prepared

- Join the meeting a few minutes early to make sure you have everything you need
- If you don't already have the software, it will download automatically, and you'll be placed into the meeting

### 4. Join the meeting

- Click your online meeting link, or go to <https://www.gotomeeting.com/webinar/join-webinar> and enter the meeting ID
- If your host requires one, be sure to have the meeting password handy
- Introduce yourself by typing your name and organization into the Chat box.

### 5. Talk and listen

- Check the online meeting invitation or your Control Panel to see the audio options available.
- You can also use your computer's mic and speakers (VoIP). For the best experience, we recommend using a USB headset with this option.

- If the option to dial-in is offered and you'd like to use it, call in using the telephone number and access code shown. **Enter the audio PIN if provided.**
- All attendees will be in listen-only mode for the meeting, except for those providing public comment.
- Those providing public comment will be unmuted when it is their turn to speak.
- Mute your audio when you aren't speaking to cut down on background noise.

## 6. Know who's speaking

- The bottom of your meeting window and the Control Panel both indicate who's speaking
- When you are speaking, meeting attendees will see your name if you connected with mic and speakers or if you dialed in and entered your **audio PIN**
- You can also view participants using webcams (HCBF Staff and Board members) by choosing to view all or only the speaker.

## 7. Interact

- You can mute yourself when you're not speaking. The host can also mute you or all attendees. If you dialed in using a phone, you'll need to use the **audio PIN** to mute your line via the GoToWebinar controls
- If you are muted or don't want to interrupt the speaker, you can use the chat feature to communicate with the group, the host and/or other individual attendees
- Attendees can also use the "Raise Hand" function on their control panel to indicate to Staff that they would like to provide a comment. Staff will notify you at the appropriate time and unmute you so that you can provide your comment.

### **How To Provide Public Comment:**

- Members of the public are invited to participate in the meeting during public comment or on a specific agenda item.
- **By Email:**
  - If a member of the public would like to submit a written public comment, please email your written comment to [tamanna@hcbf.org](mailto:tamanna@hcbf.org).
  - In the "Subject" line of the email, please indicate whether you are submitting a general public comment or if you wish to provide comment on a specific Agenda item. Please state the specific Agenda Item #.
  - Include your **First & Last Name** and **organization/interest**.
  - We strongly encourage that emailed public comments be submitted by 9: a.m. on the day of the meeting. Once we receive your email, you will get a confirmation response.
  - Submitted written comments or materials will be forwarded to the Board members and Legal Counsel as they are received and will become part of the official record of the meeting.
- **During the meeting:**
  - When you join the meeting, introduce yourself by typing your name and organization into the Chat box.
  - In the chat box, **send a message to the organizer**, indicating that you would like to provide a public comment. Please indicate whether you are submitting a **general public comment** or if you wish to provide comment on a specific Agenda item (state the **specific Agenda Item #**).

- Include your **First & Last Name, organization/interest,** and **email/phone** in case follow-up is needed.
- Requests for public comments must be submitted prior to the public comment portion of the agenda (Item A). Comments on specific agenda items must be submitted prior to the discussion starting on that agenda item.
- When it is your turn to speak, HCBF Staff will announce your name and then unmute you.
- Please note that each speaker will be given the usual 3 minutes to address the Board in their comment.
- Your line will be muted after you finish providing your comment.
- More information on this process and further guidance, please visit <https://hcbf.org/agenda>. If you have questions, please contact Tamanna Rahman, Program Director, at (310) 997-7116 or [tamanna@hcbf.org](mailto:tamanna@hcbf.org).

#### 8. Leave the meeting

- When you're ready to leave a meeting, click the icon at the top of the meeting window (You'll be prompted to confirm that you want to leave)