

Instructions for Meeting Participants

FOR EVERYONE

When files are being shared on screen, you have the ability as an end-user to adjust your view of them. Hover over the vertical menu bar on the left-hand side of the screen and click the up or down carrots to advance/go back. Use the plus and minus signs to magnify your view of documents (zoom-in).

FOR WORKING GROUP MEMBERS (PANELISTS)

- Make sure to **join the meeting via computer** or by logging into the WebEx application on your phone. If you participate by calling in on your phone, we won't have the option to elevate you to panelist.
- **Lead Members** will be elevated to "Panelists" at the beginning of the meeting. This may take a few minutes
- **Please sign in 10 minutes early** in case you encounter technical difficulty.
- This will also give us time to promote you from attendee to panelist. (We can only do this once you are signed in)
- **Everyone will be muted on entry**, but once promoted, panelists will be able to mute/unmute themselves to present or for discussion.
- **For Member Q&A/ and discussion: You will "raise your hand"** using the hand icon, not the Q&A or chat functions
 - **Raising Hand:** If there is no white side bar on the side of your screen, hover over the bottom center of your screen and select the "participant" icon (the head and shoulders of a person). If it is selected it will be blue. Then go to the white side bar on the righthand side of your screen. Underneath the list of "Panelists" there is a small hand icon that appears at the bottom right.
 - **Asking a Question/Making Comment:**
 - When you would like to ask a question or make a comment, click this button and the hand will appear next to your name.
 - As with table tents in our regular face to face meetings, the Facilitator will keep a queue and indicate when it is your turn to speak.
 - At that point unmute yourself and speak.
 - When you have spoken, click the button again to lower your hand, and mute yourself again (or facilitation team will likely mute you if you forget).
 - During audience Q&A, when responding, please reply verbally in order to be sure that everyone hears the response. If you chat a response it may not be seen by all.
- **Note: If you scheduled to present material but are NOT a Working Group Member**, we will promote you to Panelist right before you speak, then back to Attendee after your presentation.

FOR ATTENDEES ONLY

The following applies to Attendees, not to **Panelists and Presenters**:

- **If you are not a working group member or proxy, you are an Attendee.**
 - This means you don't have the ability to speak or show your video.
- **Asking a Question/Making Comment**
 - You will be able to use the Chat function at specific times during the morning to ask a question or make a comment as follows:
 - Write out your full question in the chat. Send your chat to "all participants".
 - Be aware that while you can chat at any time during a particular session, we won't view your questions until it's time for Audience discussion (time allowing).
 - When it is time for Audience Q&A, the facilitator will open the chat and read questions and then let Members and or Presenters reply as appropriate.