



# **Council Coordination Committee Meeting Virtual Participation**

## **Including How to Provide Virtual Public Comment**

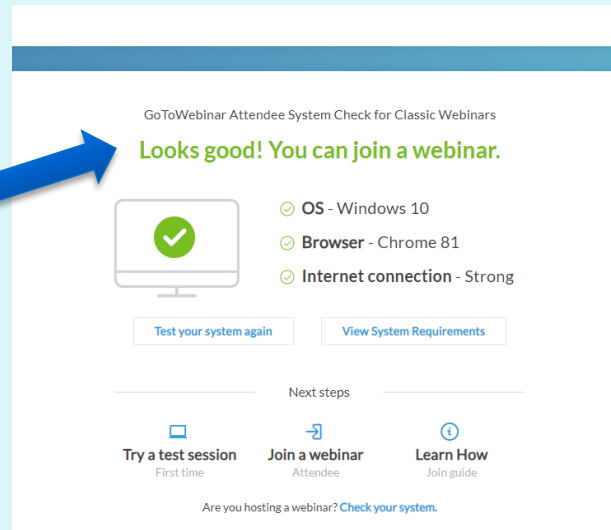
# Test Your System



We will use the GoToWebinar platform for the CCC meeting



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

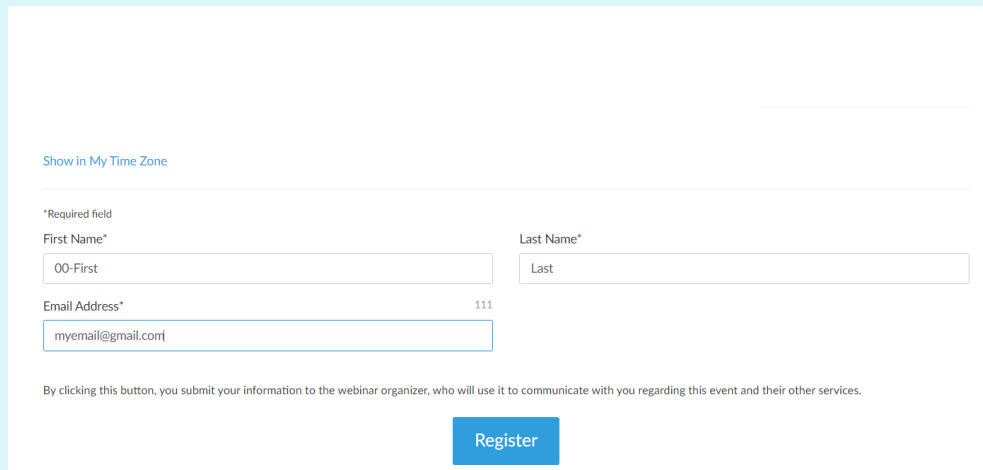


**NOTE: You must log into the webinar to provide virtual public comment.**

# Register for the Meeting

**CCC Meeting:** please **REGISTER** for the meeting

You will receive a registration confirmation via email from Gulf Council via [meetings@gulfcouncil.org](mailto:meetings@gulfcouncil.org)  
Save this email! (note - you may need to check junk or spam inbox)



Registration form with the following fields:

- Link: [Show in My Time Zone](#)
- \*Required field
- First Name\* (input field containing "00-First")
- Last Name\* (input field containing "Last")
- Email Address\* (input field containing "myemail@gmail.com", with a character count of 111)
- Disclaimer: By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.
- Register button

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# 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](mailto: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 use this **LINK** to join the meeting

**NOTE: You must log into the webinar to provide virtual public comment.**

# Public Comment – Day 1

**TUESDAY, MAY 23, 2023  
4:45 – 5:15 PM EDT**

**[Register to Provide Virtual Public Comment](#)**

*(link active on May 23, 8:00 am – 4:15 pm EDT)*

**Refer to the list of speakers projected on screen  
to see your place in the speaker's queue**

**NOTE: You must log into the webinar to provide virtual public comment.**

# Public Comment – Day 2

**WEDNESDAY, MAY 24, 2023  
4:30 – 5:00 PM EDT**

**[Register to Provide Virtual Public Comment](#)**

*(link active on May 24, 8:00 am – 4:00 pm EDT)*

**Refer to the list of speakers projected on screen  
to see your place in the speaker's queue**

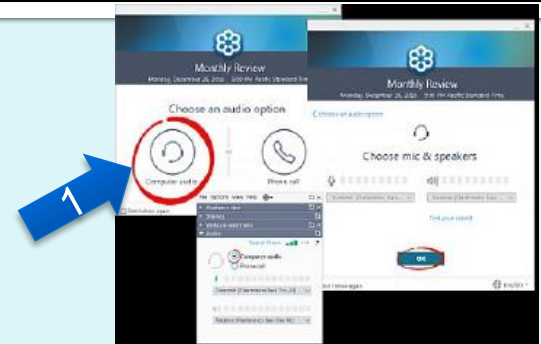
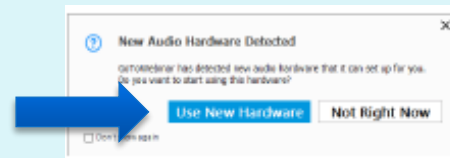
**NOTE: You must log into the webinar to provide virtual public comment.**

# 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.

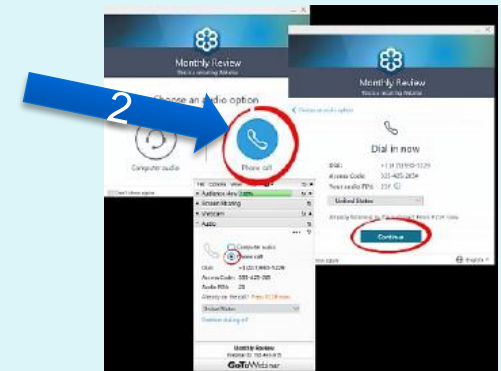


**OPTION TWO:** Phone Audio

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.



**NOTE:** You must log into the webinar to provide virtual public comment.

# Muting and Unmuting

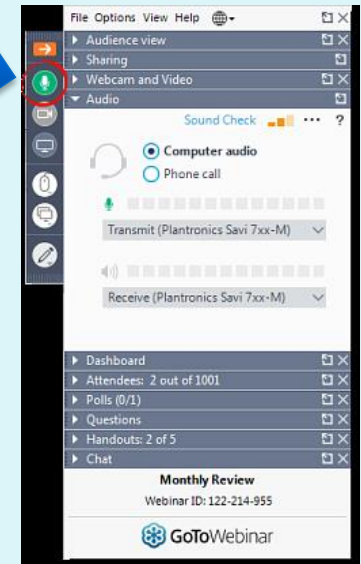
When your name is called the meeting organizer will unmute your line. You must also unmute yourself to speak. Click the “microphone” button to mute and unmute.

Unmuted = GREEN

Muted = RED

You may also use the muting/unmuting function on your phone if using telephone audio.

Please mute yourself when you are finished speaking.



**NOTE: You must log into the webinar to provide virtual public comment.**



# Trouble Shooting

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

[meetings@gulfcouncil.org](mailto:meetings@gulfcouncil.org)  
(813) 348-1630

