

Here are a few things you need to know before joining the GoToMeeting 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.

Mobile: Get started with GoToMeeting on your mobile device by downloading the GoToMeeting app from the [App Store](#), [Google Play](#) or [Windows Phone Store](#). Then join the meeting by opening the app and entering the meeting ID you received in an email from the meeting organizer. Learn more about the free GoToMeeting mobile apps at [gotomeeting.com](#).

1. 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

2. 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

3. Join the meeting

- Click your online meeting link, or go to [gotomeeting.com](#) and enter the meeting ID
- If your host requires one, be sure to have the meeting password handy

4. Talk and listen

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

5. 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**

6. 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 GoToMeeting controls
- The easiest way to share your webcam is to click the button on the grab tab. Or you can click the **Share My Webcam** button on the Control Panel
- Pause and resume your webcam by using the icons in the top-right corner of your webcam feed
- 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

- The host can make you the presenter or give you control of the shared screen. When you're the presenter, additional controls will appear on your grab tab

7. 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)

JTIP Online Meeting Protocol-Policy Hearing 5/14/20

- At the start of the meeting, the Board chair will announce the names of those members of the JTIP board and EDD staff who are participating remotely.
 - The Board chair will provide instructions related to sharing webcams. Only 25 webcams may be visible at one time during the GoTo Meeting.
 - In an effort to allow those who are speaking to be on camera, we will ask members of the public to share their webcams only when they are called upon to speak.
 - The Board chair will call on individuals who have sent written requests to speak at the policy hearing first. If other members of the public who have not previously sent their written comments wish to speak, we ask that you send a message via the Chat tool to signify that you would like to comment. The Board chair will call on members of the public in the order in which their Chat requests are received.
 - Note: it is not a requirement that the individual who is speaking appear on camera. You may elect to speak via your telephone or your computer's mic.
- All members of the JTIP board who are participating remotely will identify themselves whenever they speak and must be clearly audible to the other members of the JTIP board and to the public.
- All members of the public who are participating remotely will identify themselves whenever they speak and must be clearly audible to the other members of the JTIP board and to the public.
- Board chair will suspend discussion if the audio or video is interrupted.
- All votes of the JTIP Board will be conducted by roll call vote.
- The JTIP Board will produce and maintain a recording of the open session of the meeting.

JTIP Online Meeting Protocol-JTIP Board Meeting 5/15/20

- At the start of the meeting, the Board chair will announce the names of those members of the JTIP board and EDD staff who are participating remotely.
 - The Board chair will provide an overview of the meeting format. Companies will be called on in the order in which they appear on the agenda. Patrick Gannon will give a brief overview of the request, and then the company representatives, and members of the public in attendance in support of the company will be invited to comment. The board members will ask questions and when discussion has completed, the board will take a vote.
 - The Board chair will provide instructions related to sharing webcams. Only 25 webcams may be visible at one time during the GoTo Meeting.

- In an effort to allow those who are speaking to be on camera, we will ask company representatives and members of the public in attendance in support of the company to share their webcams only when it is their turn on the agenda.
- If other members of the public wish to speak, we ask that you send a message via the Chat tool to signify that you would like to comment. The Board chair will call on members of the public in the order in which their Chat requests are received.
- Note: it is not a requirement that the individual who is speaking appear on camera. You may elect to speak via your telephone or your computer's mic.
- All members of the JTIP board who are participating remotely will identify themselves whenever they speak and must be clearly audible to the other members of the JTIP board and to the public.
- All members of the public who are participating remotely will identify themselves whenever they speak and must be clearly audible to the other members of the JTIP board and to the public.
- Board chair will suspend discussion if the audio or video is interrupted.
- All votes of the JTIP Board will be conducted by roll call vote.
- The JTIP Board will produce and maintain a recording of the open session of the meeting.