



## Virtual Meeting Setup

### Before the Meeting

The Miami-Dade Transportation Planning Organization (TPO) will be using LogMeIn's GoToWebinar for all its TPO Governing Board advisory committee meetings. As a Participant, you will enter a webinar as an **Attendee**.

To join a webinar, you will need to run the GoToWebinar desktop application from a compatible Windows or Mac computer or mobile device. Check the table below for a list of system requirements or run an automatic system compatibility check by clicking the button below.

Check My System's  
Compatibility

### GoToWebinar System Requirements

Operating System	Windows 7 - Windows 10 Mac OS X 10.9 (Mavericks) - macOS Catalina (10.15) Linux Google Chrome OS Android OS 5 (Lollipop) - Android 9 (Pie) iOS 10 - iOS 12 Windows Phone 8+, Windows 8RT+
Internet Connection	Computer: 1 Mbps or better (broadband recommended) (see <a href="#">How much bandwidth is used during a session?</a> ) Mobile device: 3G or better (WiFi recommended for VoIP audio)
Software	GoToWebinar desktop app GoToWebinar mobile app JavaScript <a href="#">enabled</a>
Hardware	2GB of RAM (minimum), 4GB or more of RAM (recommended) Webcam for HDFaces Microphone and speakers (USB headset recommended)
Mobile Device	iPhone 4S or later iPad 2 or later Microsoft Surface Pro and Surface 3



# Miami-Dade Transportation Planning Organization Virtual Meeting Guide For Participants

To join a Miami-Dade TPO virtual meeting, begin by locating the meeting link or Meeting/Webinar ID. This information is posted on either meeting notices and/or on the agenda distributed by the Miami-Dade TPO prior to a virtual meeting. All meetings are also listed on the Calendar of Meetings located [here](#). If you are using the link, you will be redirected to a GoToMeeting Registration webpage. Enter your contact information and fill out any other required fields, then click Register.

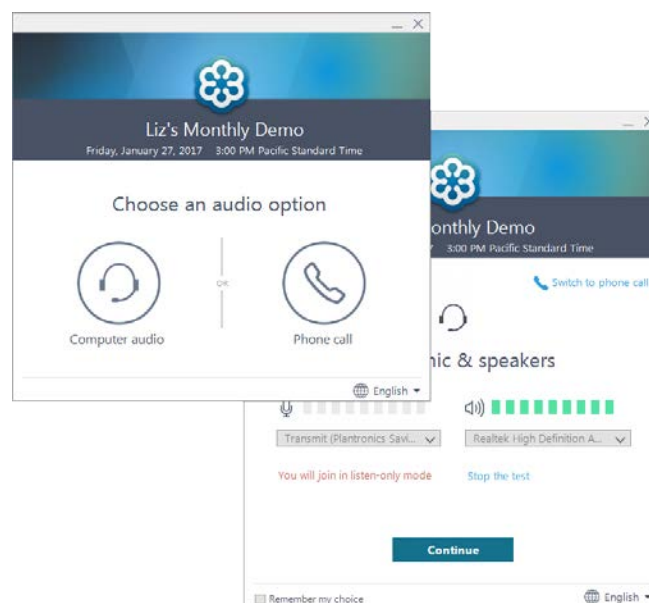
A screenshot of a web browser window showing a registration page for a webinar. The browser's address bar shows "https://attendee.gotowebinar.com/rec". The page title is "Liz's Monthly Demo". Below the title, it says "Fri, Jan 27, 2017 3:00 PM - 4:00 PM PST" and "Show in My Time Zone". A paragraph of text reads: "Please join us for a monthly demo to see what we worked on this month and what we have coming up next!". Below this is a registration form with three required fields: "First Name\*", "Last Name\*", and "Email Address\*", each with a corresponding input box. At the bottom of the form, there is a blue "Register" button. A small disclaimer at the bottom of the form states: "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."

Once you have successfully registered, you will see a Confirmation webpage and you will receive a Confirmation e-mail that includes specific join information. Just prior to the beginning of the virtual meeting, use the information in the Confirmation e-mail to instantly join the meeting. If you are unable to find the meeting link, you can join a meeting by clicking [here](#) when the meeting is about to start and enter the 9-digit Meeting/Webinar ID.



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When the virtual meeting begins, automatically connect to audio using your computer's microphone and speakers (VoIP). A headset is highly recommended. If you prefer to use your phone, you must select "Use Telephone" after joining a webinar and call in using the phone number and Access Code provided in the meeting invitation e-mail. After joining the webinar, a unique Audio PIN will be displayed which you will have to input to enable audio control.



Once you have finished setting up your audio, you are all set. Depending on whether the webinar has started, you will see one of the following:

- If you see the message "The meeting will begin when the organizer arrives," then the **Organizer** has not yet started the broadcast. Once they do, you will be able to hear the audio. [Learn more.](#)
- If you see a new window open with the message "Waiting to view <organizer>'s screen", then the webinar has begun but the **Organizer** is not presenting any visual content. You should be able to hear the audio at this point.

For an optimal experience, it is recommended you join the webinar via a computer. GoToWebinar will automatically detect the optimal join method for you at the time of your session. The GoTo Opener "helper" app will launch in your default browser and ask your permission to install itself and the GoToWebinar software. Follow the browser prompts as instructed or see step-by-step instructions for [Windows](#) and [Mac](#).



# Miami-Dade Transportation Planning Organization Virtual Meeting Guide For Participants

You can also use GoToWebinar on mobile devices such as smartphones and tablets. To join a webinar via mobile devices, it is recommended you download the free app prior to your meeting. The GoToWebinar app is available on iOS, Android, and Windows devices. Please check the system requirements before installing the mobile app.

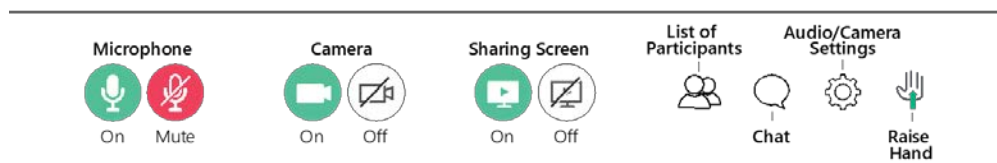
**To download the GoToWebinar app to your mobile device,  
click the appropriate icon below**



If you experience technical difficulties before or during a webinar, please contact Ivan Jimenez at 786-973-9546 or at [ijimenez@gfnet.com](mailto:ijimenez@gfnet.com) so that a member of our technical support team may assist you.

## During the Meeting

As an **Attendee**, you will join with your microphone on "Mute" and your webcam "Off". You will not be able to unmute your microphone or share your webcam throughout the duration of the meeting except for the Public Comment period when your microphone may be unmuted for you to submit a public comment.



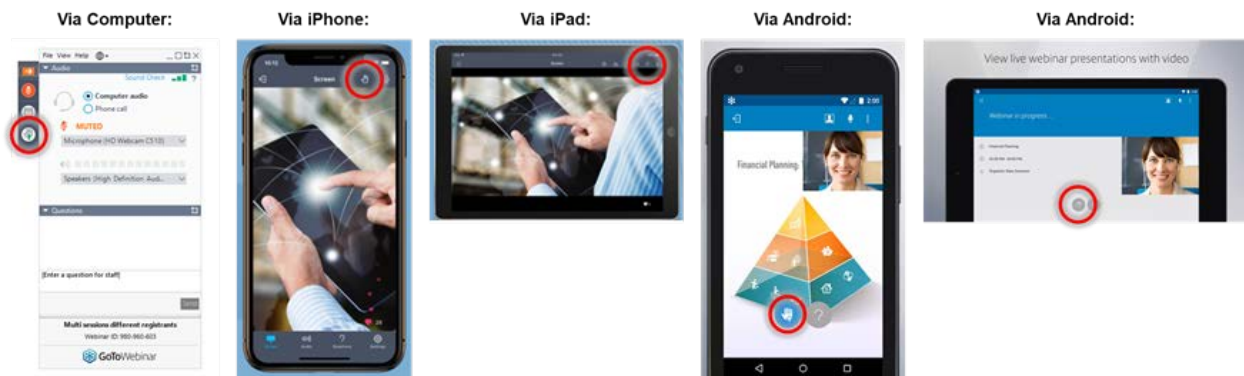
## How to Submit a Public Comment

The meeting **Organizer** will handle Public Comments. Once the Chairperson opens the Public Comment period, if you wish to provide a comment, please use the "Raise Hand" button in your GoToWebinar panel. This will allow the **Organizer** to notice you and he/she will proceed in unmuting your microphone. The **Organizer** will allow **Attendees** to submit a public comment in the order in which "Raise Hand" buttons are received. Once you see your microphone unmuted, please proceed by first providing your full name, address, and then your comment. Your microphone will remain unmuted until the comment has been fully addressed.



# Miami-Dade Transportation Planning Organization Virtual Meeting Guide For Participants

The "Raise Hand" button can be found on the left side of the GoToWebinar panel, as shown in the image below.



The Miami-Dade TPO's virtual meetings and traditional meetings share similar Rules of Engagement and expectations with regard to decorum. The Miami-Dade TPO reserves the right to disregard public comments or mute/disconnect **Attendees** that:

- Use profanity
- Discriminate on the basis of race, color, national origin, sex, age, disability, family, or religious status Share sexual content or links to sexual content
- Solicit commerce
- Conduct or encourage illegal activity
- Compromise safety or security of public or private entities

***For additional information regarding video etiquette and tips for virtual meetings, please access additional Virtual Meeting Guides available at:***

[www.miamidadetpo.org/coop-coronavirus.asp](http://www.miamidadetpo.org/coop-coronavirus.asp)