



Miami-Dade Transportation Planning Organization

Virtual Meeting Guide

For Presenters

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 Presenter, you will be invited to a webinar as a **Panelist**. For a "Quick Start" video please click [here](#). This guide provides additional information necessary for successful participation in a GoToWebinar.

To join a webinar, you will need to run the GoToWebinar desktop application from a compatible Windows or Mac computer. 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

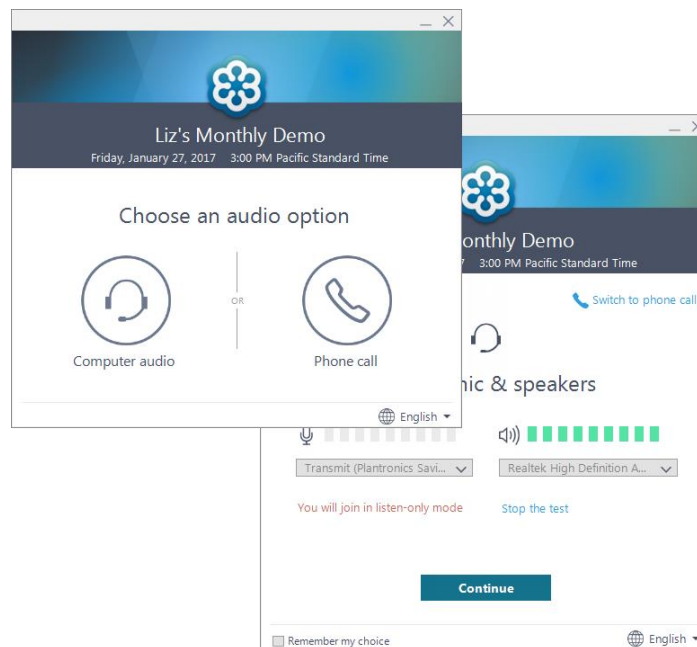
Operating System	Windows 7 - Windows 10 Mac OS X 10.9 (Mavericks) - macOS Catalina (10.15) Linux Google Chrome OS Android OS 5 (Lollipop) - Android 9 (Pie) iOS 10 - iOS 12 Windows Phone 8+, Windows 8RT+
Internet Connection	Computer: 1 Mbps or better (broadband recommended) (see How much bandwidth is used during a session?) Mobile device: 3G or better (WiFi recommended for VoIP audio)
Software	GoToWebinar desktop app GoToWebinar mobile app JavaScript enabled
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



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As a **Panelist**, you will receive a special meeting invitation e-mail from the **Organizer** that is specific to you and should not be forwarded to anyone else. This e-mail contains:

1. A [Join Webinar](#) button with URL link to join a webinar directly
2. Information regarding audio options:
 - a. When the webinar begins, you will automatically connect to audio using your computer's microphone and speakers (VoIP). A headset is highly recommended.
 - b. 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.



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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](#).

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.

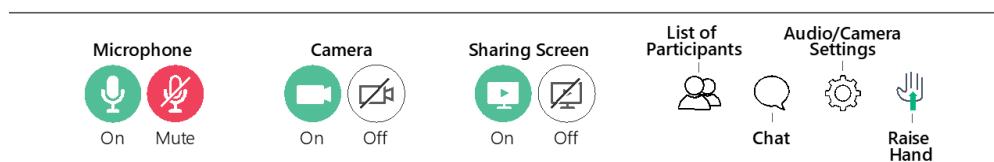
**To download the GoToWebinar app to your mobile device,
click the appropriate icon below**



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

During the Meeting

All Miami-Dade TPO virtual meetings will begin in "Practice Mode" 30 minutes prior to the official start of the meeting to allow sufficient time for all **Panelists** to login and setup. As a **Panelist**, you will join with your microphone "On" and your webcam "Off". You are strongly encouraged to mute your microphone when not speaking and to share your webcam during your presentation. GoToWebinar only allows a maximum of six webcams to be shared at the same time. During your presentation, the **Organizer** will stop sharing one or more of the Committee/Council Member webcams to allow you to share your webcam. Similarly, the **Organizer** may mute your microphone at the request of the Chairperson or Committee/Council Coordinator. Always check your microphone icon before speaking to make sure you are unmuted.





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To ensure compliance with Florida's Sunshine Law, you are prohibited from communicating with the Committee/Council Members regarding agenda items outside of the recorded webinar. While the Chat feature will be enabled, please refrain from chatting with other meeting participants. The **Organizer** will save a log of the Chat for the Committee/Council Coordinator to publish as public record.

After the "Practice Mode" ends, the virtual public meeting will begin recording automatically. The **Organizer** will display and scroll through a Slide Deck containing:

- A Title Slide with the committee/council name and meeting date;
- A Rules of Engagement Slide to encourage courteous, civil discourse in an online setting.;
- An Agenda Summary Slide listing all the agenda items to be covered in a particular meeting followed by an image of the posted meeting agenda;
- Agenda Item Cover Slides listing each individual agenda item to ensure seamless transition from item to item; and
- Presentation Slides that contain materials to be presented.

The Committee/Council Chairperson or Coordinator will conduct a rollcall to establish quorum during the Title or Rules of Engagement Slide. Once quorum is established, the meeting will be called to order by the Chairperson and will proceed as usual. For all virtual meeting the **Organizer** will handle the Public Comment period.

Presentations

All presentation materials will be included in the Slide Deck. The **Organizer** will retain control of the Slide Deck throughout the entire meeting. To advance or backup through your presentation, verbally instruct the **Organizer** to move to the next slide or go back to the previous slide. The **Organizer** can jump to a specific slide if you wish to skip slides. A "Practice Run" webinar will be scheduled by the **Organizer** prior to the virtual meeting to ensure the Miami-Dade TPO staff, Committee/Council Chairperson, and presenters are properly setup and are comfortable with the flow of the Slide Deck. Please provide comments to the **Organizer** during the "Practice Run" webinar. Once your presentation is over and all matters regarding your agenda item have been resolved, you will be muted, and your webcam will be turned "Off" by the **Organizer**.

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