



# GUIDE FOR PRESENTERS

A detailed guide to using GoToMeeting is available [here](#).

If you need technical assistance, please contact Mariya at (916) 832-8019 or [Mariya@GACInstitute.org](mailto:Mariya@GACInstitute.org).

## I. JOINING THE WEBINAR

1. You will be provided with a link to register for the webinar.
2. Once you have registered, you will receive an automated email with a unique link to join the webinar. This is the link you will want to use at the designated meeting time.
  - a. Remember to check your Junk or Clutter folder if you don't see the automated email in your inbox.
  - b. Please note that the link is unique to each individual participant and should not be shared. If you would like others from your group to join, please encourage them to register.
3. If this is your first time using GoToWebinar, you may need to install the Citrix Online Launcher file to join the session. This may take up to 5 minutes.

While a GoToMeeting app is available for Android and iOS, we urge all presenters to use a computer for optimal quality.

### **Call-In Only Participation (!)**

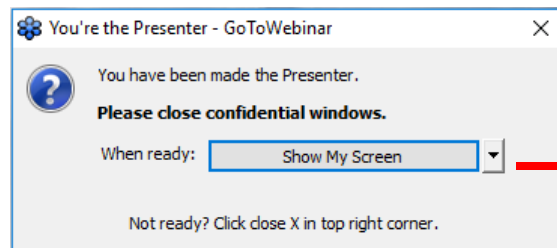
All presenters must connect via the webinar platform. Call-in only participants are automatically muted upon entry. We will not be able to unmute your line and your name will not be displayed on the attendees list.

## II. CONNECTING AUDIO

1. Once you have joined the session, you will see a pop-up window for selecting an audio option. If you don't see the pop-up window, you can access audio options via the right-hand control bar.
2. You can connect to the audio through:
  - a. **Telephone**
    - i. You can dial in using a telephone number and access code. The information will be displayed on your screen once you select the "telephone" audio connection.
  - b. **VoIP**
    - i. You can connect to audio using your computer mic and speakers. Please note that for optimum sound quality, we urge all panelists who connect using this option to use a headset.

### III. SHARING MATERIALS

1. If you have a presentation or handouts that you would like to share, please insure that they are available on your desktop.
2. When it is your turn to present the organizer will change your participation mode to “presenter” and will insure that you are unmuted. A pop-up screen will appear:



If you have a presentation or handout, please prepare to share your screen. **CLOSE ANY CONFIDENTIAL WINDOWS** at this time.

- a. *If you do not have materials to share, please close the pop-up by hitting “X” in the top right-hand corner. Your screen will not be shared.*
3. At this time, your screen is visible to all attendees. You can navigate through your handout or presentation as you would, using your computer. When you are done presenting, the organizer will remove presenter permissions.

## IV. Features

1. Minimize toolbar
2. Mute/ unmute yourself
3. Start sreen sharing
4. Pause screen sharing/ freeze at last frame
5. Drawing tools – highlight items in your presentation.
6. Manage screen sharing.
7. Manage audio.
8. See who else is participating.
9. Open materials that correspond to this meeting.
10. Chat with attendees. Participants may send comments or questions via the chat feature.
11. Select who sees your chat.

