# Participant Instructions for
# Sept 2020
# Groundfish Plan Team meeting
# via Adobe Connect

**At least one day before the meeting**
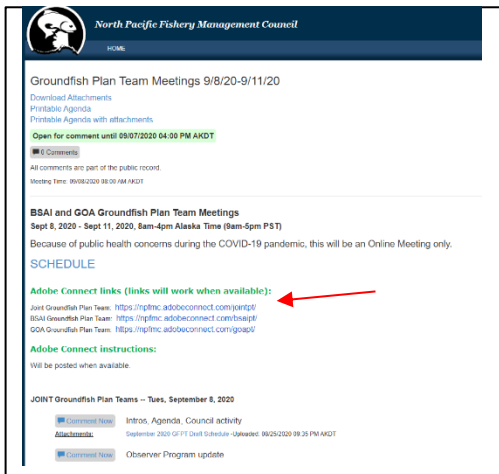
Install the Adobe Connect app. To get the app go to:

http://www.adobe.com/go/Connectsetup (Windows)
http://www.adobe.com/go/ConnectSetupMac (Mac)

**Connecting to the meeting – 1, 2, 3**

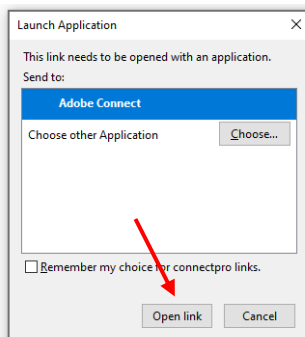| | |
|---|---|
| 1. The Adobe Connect meeting link is in the Groundfish Plan Team meeting e-Agenda <br><br> Click the meeting link. <br><br>  | 2. On the next screen, please log in as a Guest. **Enter your first and last name** in the space provided. <br><br> Click Enter Room <br><br>  |
| 3. If you see this dialog box, you have the app installed. <br> Click "Open link" in the pop up dialog box <br><br>  | If this is all you get, you need to install the Adobe Connect app, click the link in your browser to install. <br><br>  |
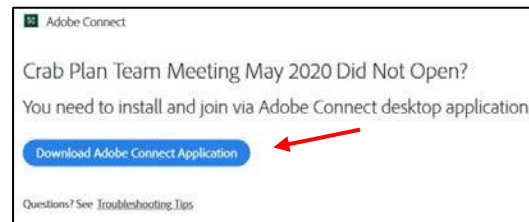
<span style="color:red">Connect Audio</span>

IMPORTANT – *Active participants (e.g., PT members and presenters) must use phone and can not connect their computer microphone to speak*
*Listen-only* participants can listen via phone or computer speakers

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**Active participants**
- Select the "Dial Out" option and enter your phone number (including area code)
- Press the "Join" button
- After a delay of up to a minute you will receive an automatic call to connect to the meeting.
- When prompted, press "1" on your phone to connect to the meeting audio
- After a delay of up to 40 seconds you will hear that you have connected to the meeting.
- Please mute your phone until time to speak.
- If you miss the call or need to hang up your phone and reconnect, you can simply click the phone icon and "connect audio" at the top of the Adobe Connect screen and it will prompt you again.
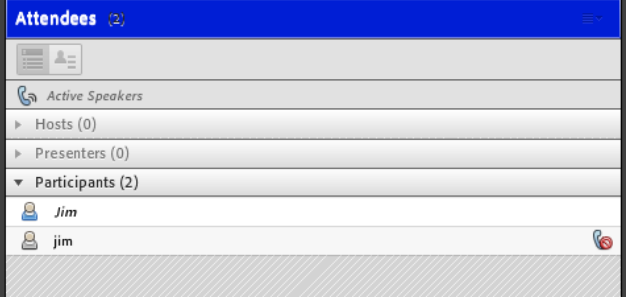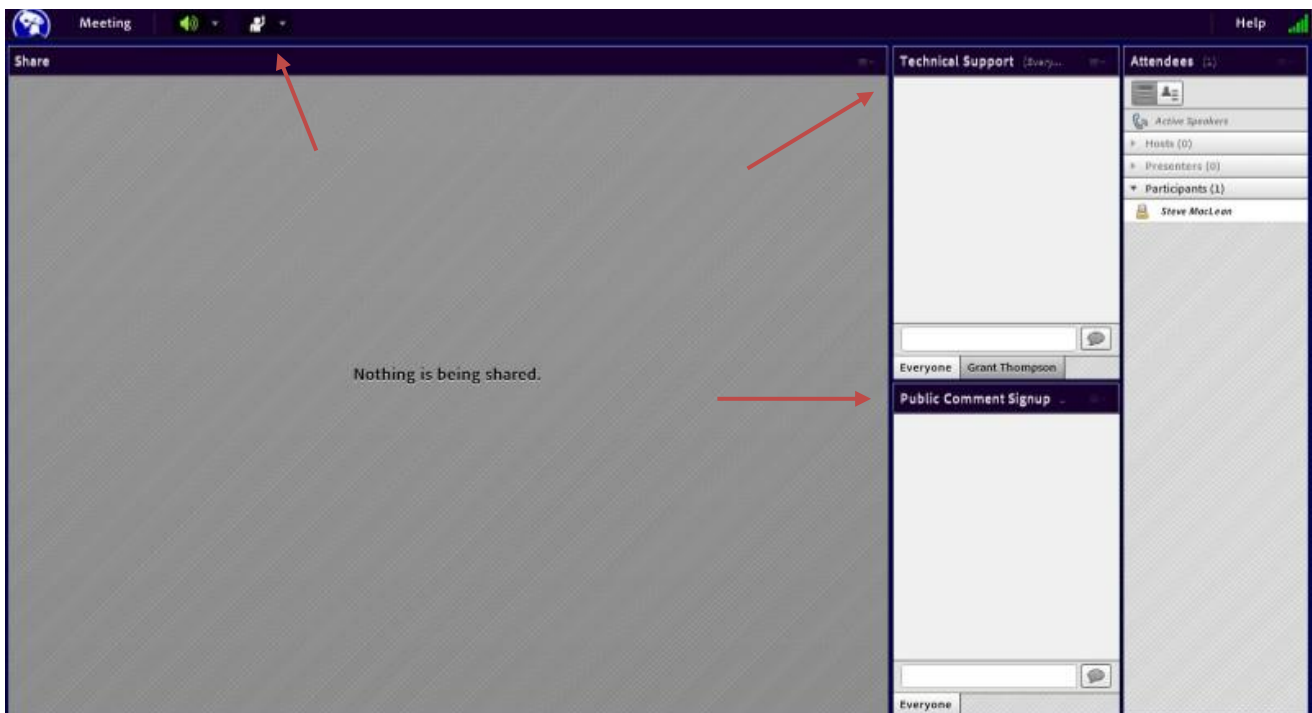




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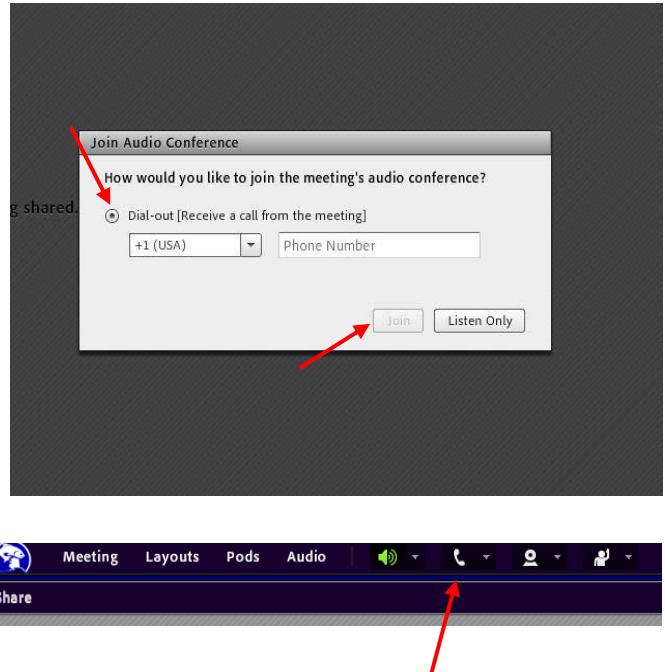
**Listen Only Mode**
- Select the "Listen Only" button
- Meeting audio will begin using your computer speakers or headset.
- Note that you will not be able to speak or provide public comment on Listen Only mode.
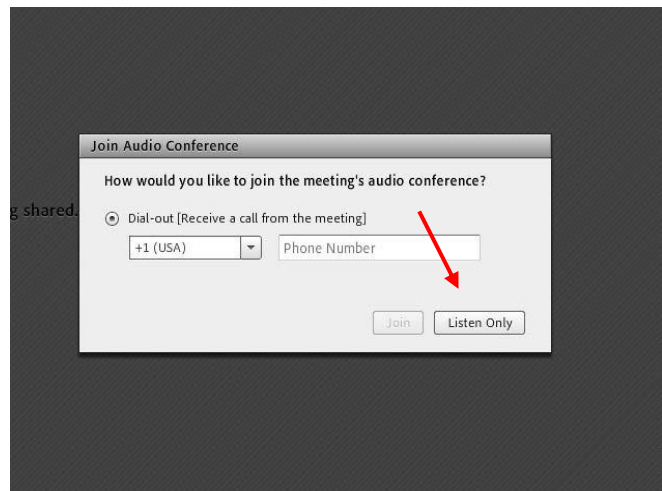
## Within the Meeting

| | |
|---|---|
| Where am I? …<br><br>You will see your name on the "**Attendees**" pod.<br><br>You will enter as a **Participant**<br><br>You will see some attendees listed as **Hosts** and some as **Presenters** |  |

During the Joint, BSAI, and GOA PT meetings, public comment will be solicited at the end of each presentation, and again after PT Discussion. Please sign up for public comment in the "Public Comment Signup" pod. Remember that you must use the "Dial Out" audio option with your phone to speak during the meeting. During PT Discussion, the public will have opportunity to use the "Raise Hand" feature to indicate that they would like to ask a question or provide information. The co-chairs or coordinators will monitor the "Raise Hand" feature and call on the public when appropriate. If you have technical issues, please use the "Technical Support" pod. Please note that there will be no general "chat" pod.

If you are a PT member, when signing in (see instructions above), please enter "01" (zero one) before your name so that your name remains at the top of the list. If you are a co-chair, please enter "00" (zero zero).

Audio

- Please use the "Dial Out" audio option – see instructions above.
- Please mute your phone once you are in the meeting.
- Please silence your computer audio to prevent feedback.
- When speaking remember to unmute your phone, then mute again when finished.

Video

During Plan Team discussion we will use video for Plan Team members. This allows Plan Team members and the public to see who is speaking. When we switch from a presentation back to discussion, you will need to turn your restart your webcam.

Select **Start My Webcam** on the top menu
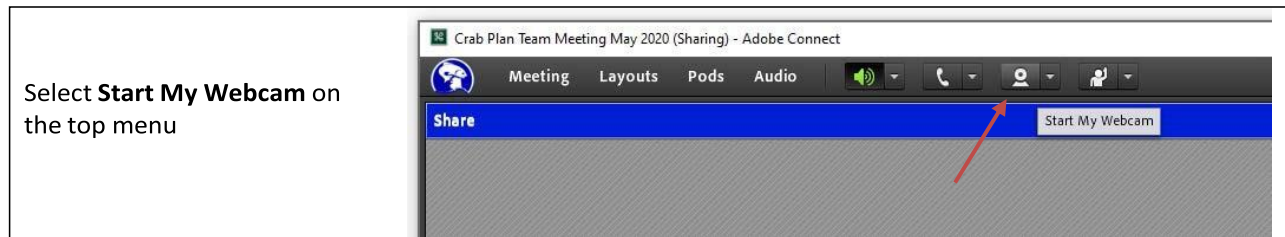


To present …

Presenters must send their presentations to the coordinators (sara.cleaver@noaa.gov for GOA and steve.maclean@noaa.gov for BSAI) by 6 PM (Pacific) the night before their presentation. We cannot upload the ppts to the meeting room while the meeting is in session, as they take a while to convert to the meeting room platform and will slow down the meeting, so please get them sent in beforehand.

When it is your turn to present, a coordinator will make you a Presenter which will open a "Share My Screen" window in the main presentation window. **Select the arrow** next to "Share My Screen". This will open a drop-down menu. Please select **"Share Document".** Select your document from the list of *preloaded* documents (Remember, you sent us your document the night before… 😊) and share to begin.

As a presenter, at the top of the screen you will see options that will allow you to use a pointer and draw on your slides so that the audience can follow along.
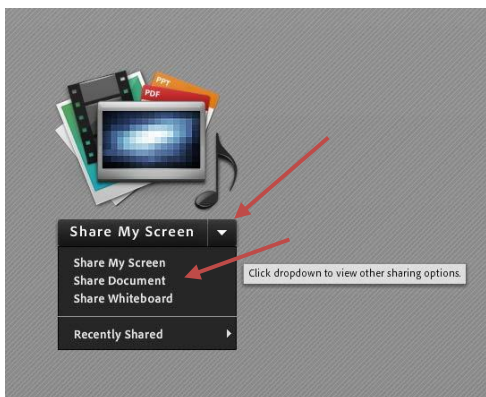


Thank you so much for your patience as we all adapt to this new virtual meeting platform. If you have any questions at all, please email Sara or Steve at the emails listed above.