

## FOREST PRACTICES BOARD

### MEETING WEBINAR INSTRUCTIONS

Please read these instructions all the way through prior to the beginning of the webinar. You are encouraged to join the webinar BEFORE the 9 a.m. start time so that you are connected by the time the meeting begins. You are able to register anytime, and will be able to access the webinar approximately 30 minutes before the meeting.

We strongly encourage and appreciate written general comments. However, at the end of the meeting there will be a brief time for verbal general comments.

### WEBINAR STARTS AT 9:00 A.M. ON MAY 13

**There are different options available to join the webinar:**

- 1. Call in on a phone line** – If you use this option, you will be able to listen to the meeting; however, you will not be able to provide public comment at the meeting. You do not need to register to use the phone line option.
- 2. Join the webinar from a Mac, PC, or mobile device.** If you use one of these options, you will register for the webinar and be able to listen to the meeting, see the webinar, and sign up to provide public comment during the meeting. If you wish to provide comments, you must indicate this **when you are registering**.

### **DETAILS FOR HOW TO JOIN THE WEBINAR USING THE VARIOUS OPTIONS ARE LISTED BELOW:**

**To join the webinar directly from a phone line, dial 1-213-929-4212 and use access code 905-522-984.** Remember, if you use this phone line option, you will be able to listen to the meeting; however, you will not be able to see the screen or provide comments at the meeting. Please note, there is no audio PIN for the phone line option – when you are asked for the PIN, enter the # sign.

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**IMPORTANT!** If you join the webinar from a Mac, PC, or mobile device, it is important to exit any programs that might be using the microphone (such as Skype) prior to logging on.

**To join the webinar from a Mac or PC, go to**  
[www.joinwebinar.com](http://www.joinwebinar.com) Enter the session ID #535-771-163  
(<https://attendee.gotowebinar.com/register/7945031846509365005>)

Enter your email address. Then, continue to follow the instructions on the screen.

After registering, you will receive a confirmation email containing information about joining the webinar.

You will be asked if you plan to LISTEN ONLY, or if you would like to SPEAK during the PUBLIC COMMENTS period(s) during the meeting. If you want to provide public comment, you will need to indicate that you would like to speak. Once you do, your name will go onto a list and you will be able to speak for up to three (3) minutes during the public comment period, with a grace period to ensure your microphone is working properly. When you are called on, the organizer will unmute your microphone.

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**To join the webinar from a mobile device, you will first need to download the free GoToWebinar app.** Once it is installed, it is much like joining from a computer.

Open the app and enter the session ID #535-771-163

Enter your email address.

Then, continue to follow the instructions on the screen.

You will be asked if you plan to LISTEN ONLY, or if you would like to SPEAK during the PUBLIC COMMENTS period(s) during the meeting. If you want to provide public comment, you will need to indicate that you would like to speak. Once you do, your name will go onto a list and you will be able to speak during the public comment period. When you are called on, the organizer will unmute your microphone.

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**IMPORTANT!** If you are having trouble logging on, need logistical help, or are having other technical difficulties during the webinar, please email Patricia Anderson at [patricia.anderson@dnr.wa.gov](mailto:patricia.anderson@dnr.wa.gov).

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#### **FOR MORE INFORMATION OR QUESTIONS:**

Please refer to the information and [FAQs](#) available on the GoTo Webinar website.