

Tires Stewardship Dialogue Meeting Instructions for Remote Participation by WebEx

The instructions below are intended to guide you through the process of joining the National Tires Stewardship Dialogue Meeting using the WebEx system. They also provide you with troubleshooting tips and instructions on how to participate in this meeting remotely.

We **strongly encourage** you to log in to the meeting **30 minutes in advance of the meeting start time** to allow for the WebEx application to load properly, to test your audio, and to address any technical issues that you might encounter. Please visit the WebEx website for more information on [system requirements](#).

If you encounter any issues that you are unable to resolve, please contact Amanda Nicholson at (617) 236-4833.

STEP 1: JOIN THE ONLINE MEETING ROOM VIA YOUR WEB BROWSER

1. For each meeting day, click the corresponding hyperlink, provided below. This will launch the WebEx application in your web browser. (Note that each meeting day has a **unique** link and will work **only** on the date with which it is associated. Be sure to click the correct link.)

Day 1 – January 21st

Click the following link:

<https://meetings.webex.com/collabs/meetings/join?uuid=ME6LDZZV5Z0J78BLB8HH11UL2A-BHIL>

Meeting Number: 195-620-066

Meeting Password: Welcome1

Day 2 – January 22nd

Click the following link:

<https://meetings.webex.com/collabs/meetings/join?uuid=M5TQYSN27B9B7PTQBF66B45N4F-BHIL>

Meeting Number: 194-950-316

Meeting Password: Welcome1

TIPS:

If you have strong firewalls or administrative protections at your agency, company, or organization, you may receive a prompt to enter an administrator code to install the WebEx software. *Should this happen, disregard the message.* Instead, look at the bottom of your screen and find, in small print, a prompt to run a temporary application. Click on that prompt to run the temporary application.

Please be patient! It may not look like anything is happening, but rest assured, the application is loading!

2. When the application loads, complete the Name, Email Address, and Password fields. Then, click “Join Now.”

TIP:

If the name, email, and password fields appear dimmed, you are early! The host has not yet started the meeting. Periodically refresh your browser until the meeting has started.

STEP 2: SELECT YOUR AUDIO PREFERENCE. At the top of your WebEx viewing screen, you will find your control panel. Click on the “Audio” icon to select your audio participation preference. You may choose either VoIP (using your computer speakers and headphones), or Telephone.

1. **If you want to dial in via VoIP:** Select VoIP. Follow the prompts to test your VoIP connectivity.
2. **If you want to dial in via telephone:** Select the telephone option. A window will appear with the dial-in number, meeting number, and participant number for the call. Both toll and toll-free numbers are available.
 - a. Dial the toll or toll-free telephone number that appears on your WebEx screen.
 - b. Once you are connected, enter the Meeting Number. We have provided the Meeting Number in this document (see above), but it will also appear on your screen.
 - c. Then, enter your Participant Number, which will appear on your screen. *Do not skip this step.* Your Participant Number is like a digital name tag that allows everyone else who is participating remotely to see your name.

All remote participants will be automatically muted during the presentations to reduce noise and feedback. We will un-mute your line during the discussion and Q&A periods.

TIPS:

To prevent audio feedback, if you are calling into the meeting by telephone, be sure to select the telephone option (instead of VoIP) in your WebEx window. We suggest that you also turn off your computer speakers and disconnect your computer headset. Finally, *do not* use a speaker phone.

STEP 3: PARTICIPATE.

Below are some tips for controlling how you view the meeting from your computer and how to ask questions during the Q&A period.

1. **Viewing Options**

During the meeting, you will be able to view the PowerPoint presentations of the speakers (just like on a webinar), as well as a live streaming video of the speaker as s/he presents

from the actual meeting in Hartford, Connecticut. You will see the PowerPoint slides in the main WebEx viewing window. If you choose to view the live streaming video, you may do so in a smaller pop-up window.

To control how you view the meeting, click on the “Participant” icon on your control panel at the top of your WebEx screen. The live streaming video window will appear, along with a list of other remote participants. Click on this window to minimize or expand the participant list. You may also enlarge the webcam view by clicking on the corner of the window and dragging it toward the outer edges of your screen.

When you are asking a question or speaking, we recommend that you share your computer’s webcam view with the audience so that they can see you. You can control this feature from the Participant icon or from the participant list. First, click on the live streaming video pop-up window. Then, next to your name, click on the little gray video camera icon. The video camera icon will turn green, indicating that you are visible to others. Finally, when you are done, click on the green video camera. It will turn gray again, indicating that you are no longer visible to others.

2. Asking Questions

During the presentations and discussions, use the “Chat” feature (found in the control panel at the top of your WebEx screen) to let the facilitator in the room know that you have a question or comment you’d like to share. The facilitator will then un-mute your telephone / VoIP line so that you can speak. Throughout the discussion, the facilitator will make time for remote participants to ask their questions. **However, we won’t know you have a question unless you let us know by chat, so be sure to use this tool!**

If you are unable to connect to the meeting from your computer or tablet, yet you would still like to participate by phone, you can call into the meetings using the following numbers.

Day 1 – Wednesday, January 21

1-855-244-8681 Call-in toll-free number (US/Canada)

1-650-479-3207 Call-in toll number (US/Canada)

Access code: 195 620 066

Day 2 – Thursday, January 22

1-855-244-8681 Call-in toll-free number (US/Canada)

1-650-479-3207 Call-in toll number (US/Canada)

Access code: 194 950 316

Please be aware, however, that **you will not be able to ask questions unless you log in on a computer, table, or mobile device.** If you expect to participate in this manner, please let us know ahead of time by email [Aminda Nicholson](mailto:Aminda.Nicholson).