

# Florida Department of Transportation Virtual Meeting Best Practices



## PARTNERS AND STAFF

Below are some helpful hints to guide your remote participation in an upcoming Florida Department of Transportation virtual meeting.

To join the  
from your computer, tablet or smartphone,  
click the link below:

You can also dial in using your phone:

United States (Toll Free):

United States:

Access Code:



## BEFORE THE MEETING:

- Board and committee members or other presenters may receive a personalized link by email. It's important not to share this link with others, because it's tied to your name and how you'll appear in the meeting.
- A separate meeting link will be provided for members of the public wishing to attend.
- Please log-in by computer and/or phone 10 to 15 minutes before the meeting start time. This will give us a chance to assist participants that are having trouble.
- Check that the video/camera is working and test the microphone. Please plan to keep it muted unless you are speaking.
- A headset with a microphone will support better sound quality.
- Directly connecting your computer to an Internet source with an Ethernet cable will create a more reliable connection.



## JOINING THE MEETING:

- Make sure you are in a quiet environment with no distractions.
- You can join by phone using the call-in number or online using the GoToMeeting link above.
- If you use the telephone, you will need to follow along with a copy of the meeting agenda and materials sent via e-mail.
- If you log in through GoToMeeting, you will see materials being shared by the current presenter on the screen.
- If you use your computer and telephone, please mute the sound and microphone for one of the devices to avoid feedback.
- Please also ensure that you utilize the "audio pin" option to synchronize the two devices.

## WHEN THE MEETING BEGINS:

- Once you have joined the meeting, you will be on mute by default. The audio button will appear green when you are unmuted and others can hear you. You will see a Mic icon for Computer audio, or a Phone icon for phone call audio.
- You can also switch between Computer and Phone audio if needed by opening the Audio pane in the Control Panel.
- Please wait to announce your attendance until the roll is called. Members of the public will share their attendance through the chat box.
- Check the video icon to see if you are visible to others or not.
- If an item generates multiple comments or questions, we may rely on the chat feature to allow participants to share their thoughts. The public may also share their thoughts here.



## NEED HELP?

If you are having trouble joining the meeting,  
please call 850-414-4811.

