Go-To-Webinar Instructions
June 2020 Online Meetings of the House of Delegates

To ensure a seamless connection to the June 2020 Online Meetings of the House of Delegates, please follow the below instructions in the order they appear.

1. If connected to a VPN, disconnect (if possible) and close unneeded programs to free up computer resources.

2. Join the meeting using the link provided in the ASHP Affiliates Webinar email from your desktop or laptop computer. **DO NOT SHARE this access link or dial-in info with others; it is unique to you as a delegate.**

3. Join the meeting audio:
   a. Join audio using **one** of the two options below. Do not use both.
   b. You will be auto-muted once connected. ASHP Technical Staff will unmute you to check your audio to confirm you are able to participate in the discussion. You will then be re-muted.

   **Option 1 - Using a Phone (preferred method):**
   - Dial in to the meeting using the dial-in number and access code found in the Go-To-Webinar control panel.
   - **You must also enter your audio pin in order to participate in the call.**
     o (NOTE: Each caller has a unique individualized pin. Do not share with others.)
   - Once the access code AND pin have been entered, your control panel will show that you are connected to the call.

   **Option 2 - Using Computer Audio:**
   - Select ‘Computer Audio’ in the audio settings.
   - No other action necessary.
4. **Participate in the meetings:**
   a. Because of the large number of delegates participating in these meetings, we will use a different process than the one used for the Regional Delegate Conferences.
   b. All delegates will be muted within the control panel until they are recognized by the Chair of the House to speak. Nevertheless, when you are not speaking we ask that you mute yourself on either your handset or control panel.
   c. To be recognized to speak or to make another motion, type that motion (e.g., Recognition, Point of Order, Parliamentary Inquiry, Request for Information, Objection) in the “Question” box in your control panel and click “Send” to submit. This will only be seen by the Chair and ASHP staff; no other attendees will see what is submitted here.
      i. The control panel will automatically minimize. It is recommended to undock the question box from the control panel in order to be able to quickly type in your motion.
   d. Delegates will vote using the polling feature of the software.
Important Tips

For Optimal Results:

- Use a laptop or desktop computer to join the Go-To-Webinar via the link provided.
- Only use one method to dial-in: phone audio or computer audio, not both.
- Use earphones, earbuds, wireless earphones on your cell phone. Use earphones or a headset on your computer audio.
  - For clarity during the call, do not use speakerphone.
- If you mute your phone or computer audio when not speaking, remember to unmute when preparing to speak.

If you have any trouble joining the Go-To-Webinar, please contact:

Maria Carias: 301-664-8820
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D. The polling feature will be used for voting. Select “Yes” or “No” and then click “Submit.” Results will appear when polling is closed by the Chair.