

Go-To-Webinar Instructions

June 2021 Online Meetings of the House of Delegates

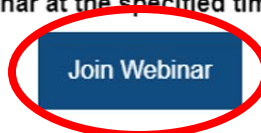
To ensure a seamless connection to the June 2021 Online Meetings of the House of Delegates, please follow the below instructions in the order they appear.

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 Webinars 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.

How To Join The Webinar

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

1. **Click the link to join the webinar at the specified time and date:**



Note: This link should not be shared with others; it is unique to you.

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

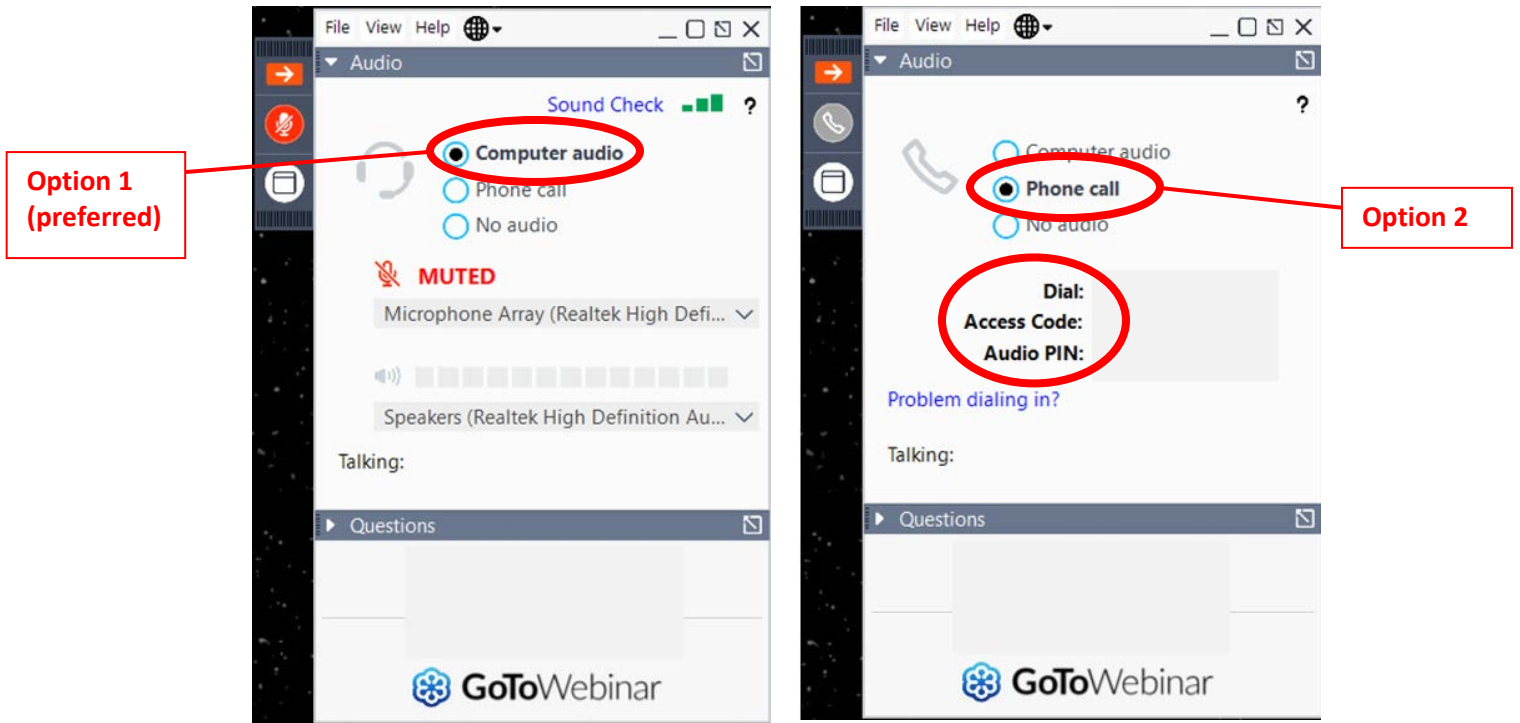
3. **Join the meeting audio (there will not be a webcam option; policy text will be displayed on screen):**
 - a. Join audio using **one** of the two options below. Do not use both and do not connect on two devices.
 - b. You will be auto-muted once connected. ASHP Technical Staff will unmute you when the meeting begins, allowing you to participate in the meeting discussion.
 - c. For optimal sound quality, use computer audio with earphones or earbuds; if computer audio does not work, you may call in using a cell or landline phone.
 - i. For clarity during the call, do not use speakerphone.
 - ii. When not speaking, mute yourself on your computer or phone as well as the control panel.

Option 1 - Using Computer Audio (Preferred Method):

- Select 'Computer Audio' in the audio settings.
- No other action necessary.

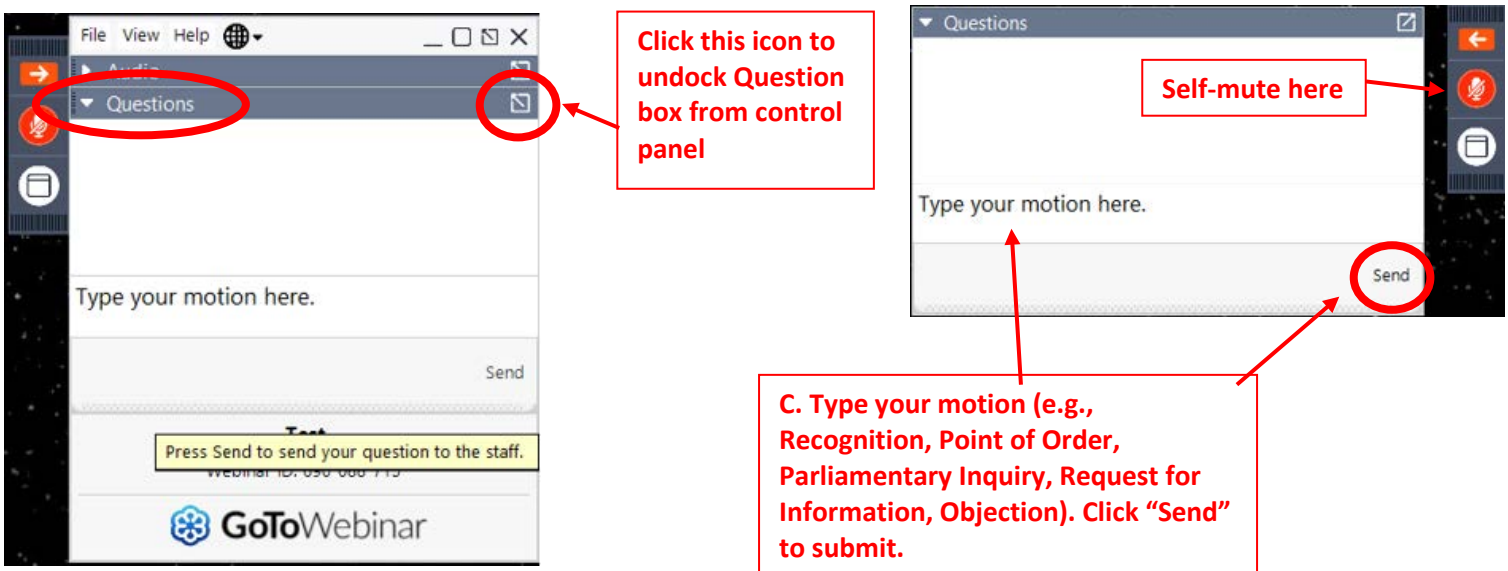
Option 2 - Using a Phone:

- 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.**
 - (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.



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 unmuted, but you must self-mute within the control panel until you are recognized by the Chair of the House to speak. When you are not speaking we ask that you mute yourself.
- 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. Keep in mind that delegates will not be able to view the item being voted on while voting is underway, so please be prepared to vote when instructed.

QUICKPOLL

Test Poll

Please select one:

Yes

No

Submit

QUICKPOLL

Test Poll

Poll Results (single answer required):

Yes	100%
No	0%

D. The polling feature will be used for voting. Select “Yes” or “No” and then click “Submit.” You will not be able to view the item being voted on while this screen is up. Please be prepared to vote when asked. Results will appear when polling is closed by the Chair.

***If you are having issues voting and are in full-screen mode please press your escape or ESC key to exit full-screen mode. Then make your selection and “Submit”**

Important Tips

For Optimal Results:

- Use a laptop or desktop computer to join the Go-To-Webinar via the link provided.
- Use earphones, earbuds, 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:

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