Go-To-Webinar Instructions
2020 ASHP Virtual Regional Delegate Conferences

To ensure a seamless connection to the 2020 ASHP Virtual Regional Delegate Conferences, 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 your email from your desktop or laptop computer.**

   Dear Delegates,
   Thank you for registering for "RDC Test".
   Please send your questions, comments and feedback to:

   **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:

      ![Join Webinar Button]

      *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:**
   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 when the meeting begins, allowing you to participate in the verbal discussion.
   c. For optimal sound quality - Use earphones, earbuds, wireless earphones on your cell phone. Use earphones or a headset on your computer audio.
      i. For clarity during the call, do not use speakerphone.
      ii. When not speaking, please mute yourself on either your handset or control panel.

   **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 meeting:
   a. All delegates will be unmuted within the control panel, allowing for fluid discussion. When you are not speaking we ask that you mute yourself on either your handset or control panel.
   b. Once the ASHP Staff Facilitator opens up policy discussion, “raise your hand” and wait to be called on by the Facilitator before you comment.
   c. To ask a private question or submit a written comment to ASHP Staff – type your question/comment in the “Question” box in your control panel and click “Send” to submit.
      i. This will only be seen by ASHP Staff. No other attendees will see what is submitted here.
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:

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