

**Bureau of Ocean Energy Management (BOEM)**  
**Oregon Intergovernmental Renewable Energy Task Force**

Webinar Instructions, Protocols, and Tips

June 4, 2020

*For any technical difficulties, text Kacy Cooper at 408-355-5518 or email [kcooper@kearnswest.com](mailto:kcooper@kearnswest.com)*

## **How to Download the Software**

In order to ensure full access to the webinar functions, we recommend that you download the Adobe Connect software ahead of time to help efficiently access the meeting. If you join through your browser, you will have limited webinar functions. If you do not have time in advance, you will also have the opportunity to download upon joining the meeting room.

### **To download before the meeting:**

1. For Windows, click on the link below to download the software.
  - a. <http://www.adobe.com/go/Connectsetup>
  - b. The installer will pop up, please click “install” and then click “run” to start up the software.
2. For Mac, click on the link below to download the software
  - a. <http://www.adobe.com/go/ConnectSetupMac>

### **Download when joining the meeting:**

1. Please note that if you wait to download the software until you click on the webinar link, you will have to exit and rejoin the meeting once the software is downloaded.

## **How to Join the Webinar:**

1. To view and participate in the webinar, go to: <http://kearnswest.adobeconnect.com/boemor/> from your computer.
2. Type your first and last name and organization/agency in the “**Name**” box that appears in the browser. Then click the “**Enter Room**” blue button.
3. A pop-up box will ask you “Where do you want to open the room?” Select “**Open in Application.**”

## **How to Join the Webinar Audio:**

You can join the webinar audio via your computer or by calling in separately via phone. **We recommend calling in by phone for highest quality audio.** Please see the call-in information below:

- Conference number: 1-877-806-9883
- Access code: 562147#

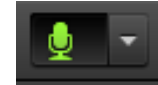
**Important:** Make sure you either join the audio by your phone or computer, but not both, to avoid any feedback. You will need to mute your computer speakers if you are calling in by phone to reduce feedback. **Do not enable computer audio if you are calling in through your phone.**

If you choose to join the audio through your computer, please ensure your speakers and microphone are working.

## Webinar Protocols and Tips:

- Please **keep your devices on mute** when you are not speaking (on phone and webinar platform). This ensures the best possible audio quality for all participants. To mute and unmute:

- If using phone for audio, simply use the mute button on your phone.
- If using computer for audio, click the microphone icon at the top of your screen.



- If you have a question or comment, please use the “**raise your hand**” function on the top of your screen. This alerts the facilitator that you would like to speak.



- When it is your turn to speak, the host will call on you to share your comment or question. Please make sure you are unmuted. After, click the “raise your hand” function again to lower your hand.
- Say your name and affiliation before speaking.

- Click the “full screen” button – top right of the presentation pod – to make the presentation bigger.



- **Members of the public** are to remain on mute until the public input opportunity. Please do not use the “raise your hand” function until this time.
- For any technical difficulties, text Kacy Cooper at 408-355-5518.

