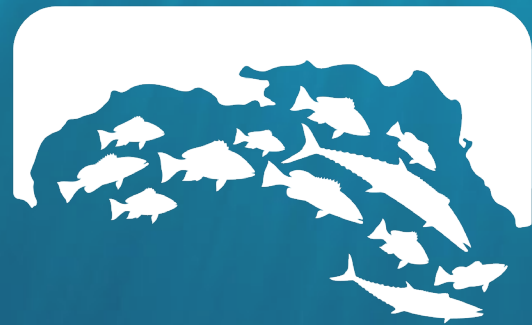


HOW TO PROVIDE PUBLIC COMMENT



**GULF
COUNCIL**

STEP 1: Register for the Meeting

Find the webinar link for the meeting where you'd like to provide public comment, and complete the registration process.

Note: A confirmation email will be sent to you—be sure to check your junk or spam folder if you don't see it in your inbox.

Scheduled AP Meetings can be found [here](#)

Scheduled SSC Meetings can be found [here](#)

Tue, Oct 6, 2020 9:00 AM - 5:30 PM EDT
[Show in My Time Zone](#)

*Required field

First Name* Last Name*

Email Address* 111

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.



STEP 2: Join the Meeting

Click the link in your registration confirmation email.

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

Thank you for registering for "Reef Fish Advisory Panel Meeting".

Please send your questions, comments and feedback to: gulfcouncil@gulfcouncil.org

How To Join The Webinar

Tue, Oct 6, 2020 9:00 AM - 5:30 PM EDT

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

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

Join Webinar

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.



STEP 3: Connect to Audio

OPTION 1: Computer Audio (headset or earbuds with microphone is best)

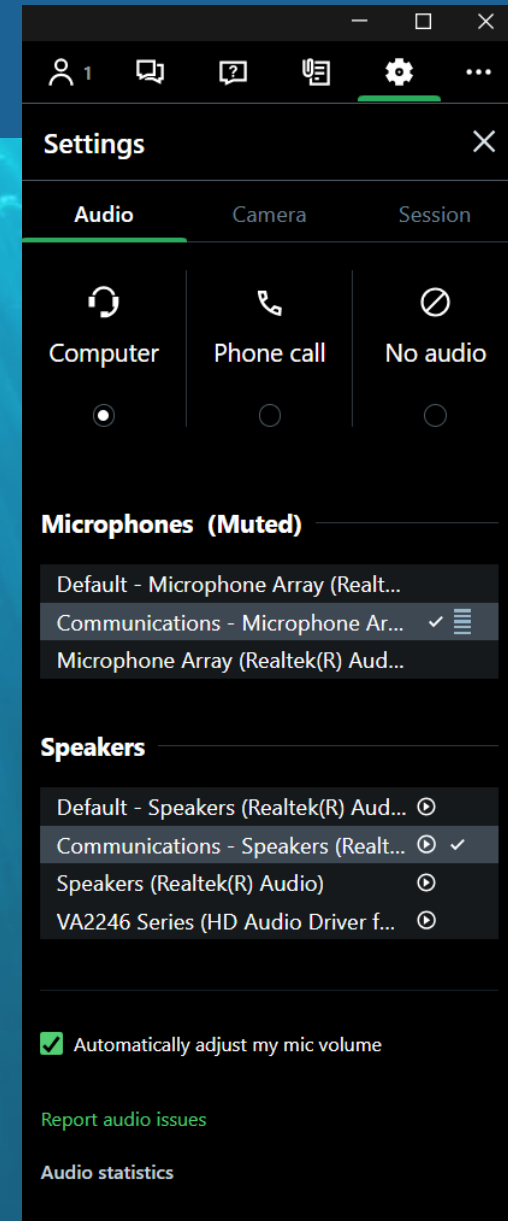
In the Audio Settings box, select 'Computer Audio.' Then, choose the microphone and speaker options that match your computer's setup.

Pro Tip: If your PC doesn't recognize your audio device right away, try unplugging it and plugging it back in to prompt setup and detection.

OPTION 2: Phone Audio

In the Audio Settings box, select "Phone Call." Then, using your phone, dial the number shown. When prompted, enter the provided Access Code followed by the Audio PIN.

Note: Your Audio PIN is unique to you. Do not share it with others.



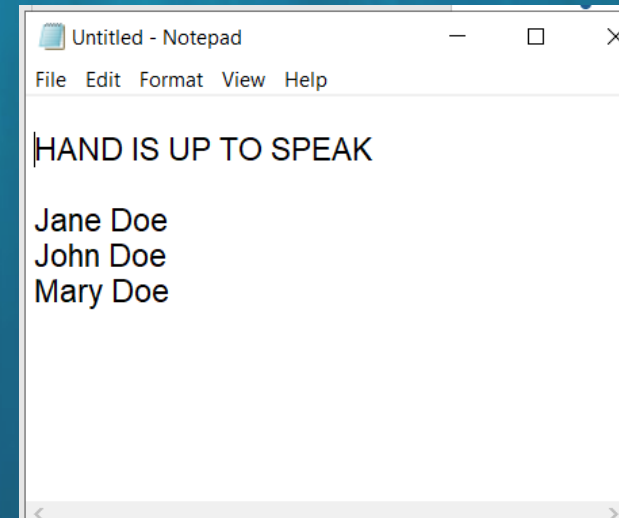
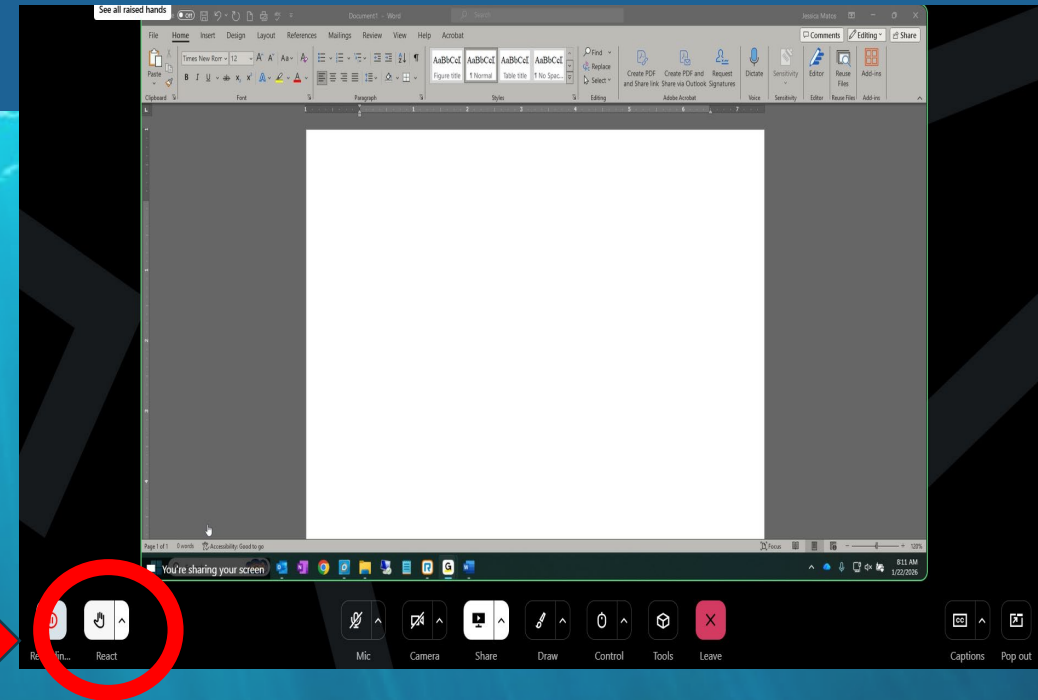
STEP 4: Get Recognized

USE THE “RAISE HAND” FEATURE TO PROVIDE PUBLIC COMMENT

1. To be recognized to speak, click the “Raise Hand” button.

Hand UP – WHITE Hand DOWN – BLACK

1. Please be patient. The meeting organizer coordinates with the Chair and usually displays a live notes page showing the order of speakers for transparency.

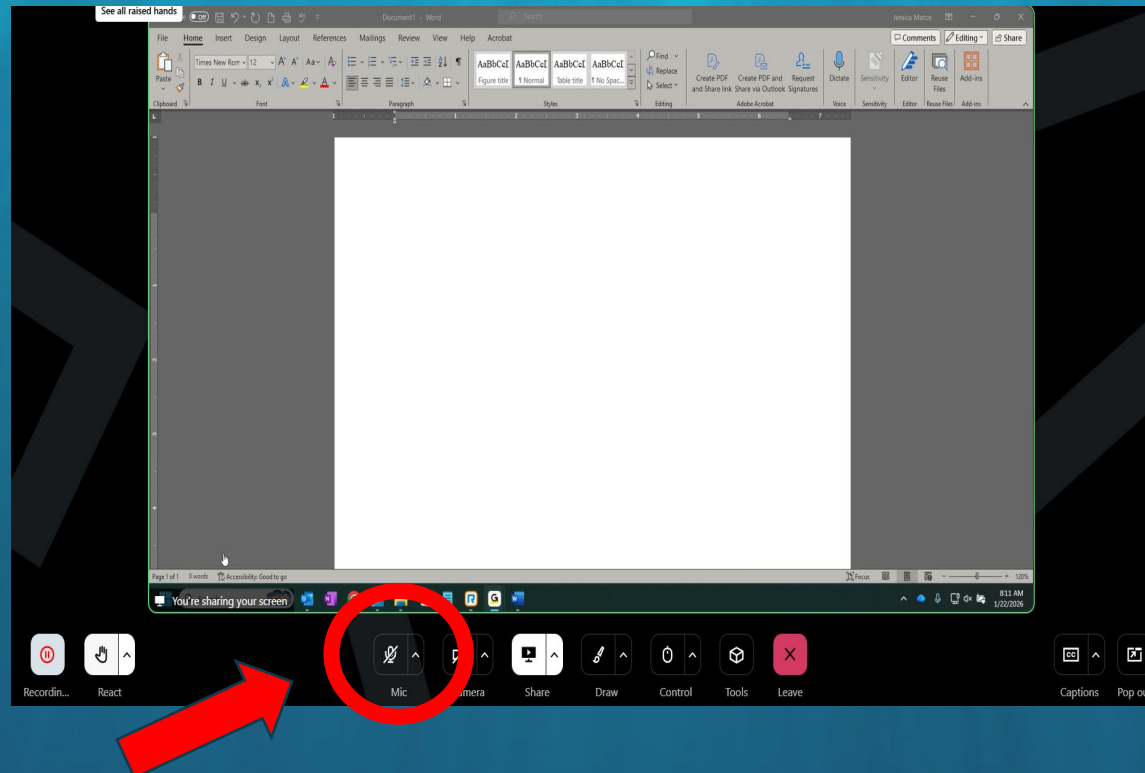


STEP 4: Mute and Unmute

When your name is called, the meeting organizer will unmute your line. You'll also need to unmute yourself to speak—just click the microphone button to toggle mute on or off.

Unmuted = **WHITE**

Muted = **BLACK**



NOTE: You may use either option, but please do **not** use both simultaneously on different devices, as this will cause an echo during speaking. Be sure to **mute your computer or any additional devices** not in use.

Connection Issues?

If you experience issues joining the meeting, need assistance, or have any questions, please contact:

meetings@gulfcouncil.org
(813) 348-1630

