

MBTA Quincy Bus Facility Project

Online Meeting via GoToWebinar

Wednesday, June 24, 2020

5:30 PM – 7:00 PM

Instructions for Joining and Participating

This documents provides instructions for how to join the meeting via the GoToWebinar platform or telephone. Please email QuincyBus@MBTA.com for questions.

Tips:

- Computer connection to join meeting recommended.
- Close other applications running on your computer.
- Join meeting about 5-10 minutes prior if it's your first time using GoToWebinar.

STEP 1: Register

Register for MBTA Quincy Bus Facility Public Meeting at:

<https://attendee.gotowebinar.com/register/8364692345836746509>



The image shows a registration form for a webinar. At the top, it says "MBTA Quincy Bus Facility Public Meeting". Below that, it lists the date and time: "Wed, Jun 24, 2020 5:30 PM - 7:00 PM EDT" and "Show in My Time Zone". There are three input fields: "First Name*", "Last Name*", and "Email Address*". Below the fields is a "Register" button. At the bottom, there is a small disclaimer: "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." and a footer with copyright information: "©1975-2020 LogMeIn, Inc. All rights reserved. View the GoToWebinar Privacy Policy (https://www.logmein.com/legal). Safeguarding your email address and webinar registration information is taken seriously at GoToWebinar. GoToWebinar will not sell or rent this information." and a URL: "https://register.gotowebinar.com/register/8364692345836746509".

After registering via the form below, you will receive a confirmation email containing information about joining the webinar.

The project team will post a recording of the presentation in advance on Tuesday, June 23, 2020. It will be available for viewing on the meeting event page:

<https://www.mbta.com/events/2020-06-24/quincy-bus-facility-virtual-public-meeting>

STEP 2: Join the Webinar

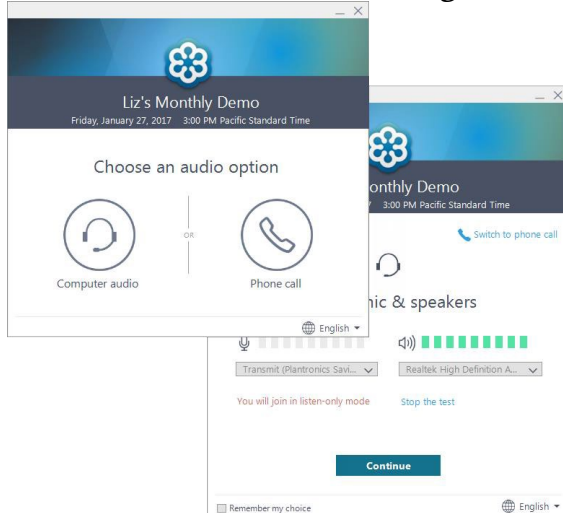
Wed., Jun 24, 2020 5:30 PM - 7:00 PM EDT

[Join Webinar](#)

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

Before joining, be sure to check system requirements to avoid any connection issues.

2. Choose one of the following audio options:



Once you've been launched into session, you will be prompted to set up your audio.

TO USE YOUR COMPUTER'S AUDIO:

When the webinar begins, you will be connected to audio using your computer's microphone and speakers. A headset is recommended but not required.

--OR--

TO USE YOUR TELEPHONE:

If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.

United States: +1 (415) 655-0060

Access Code: 191-522-870

Audio PIN: Shown after joining the webinar

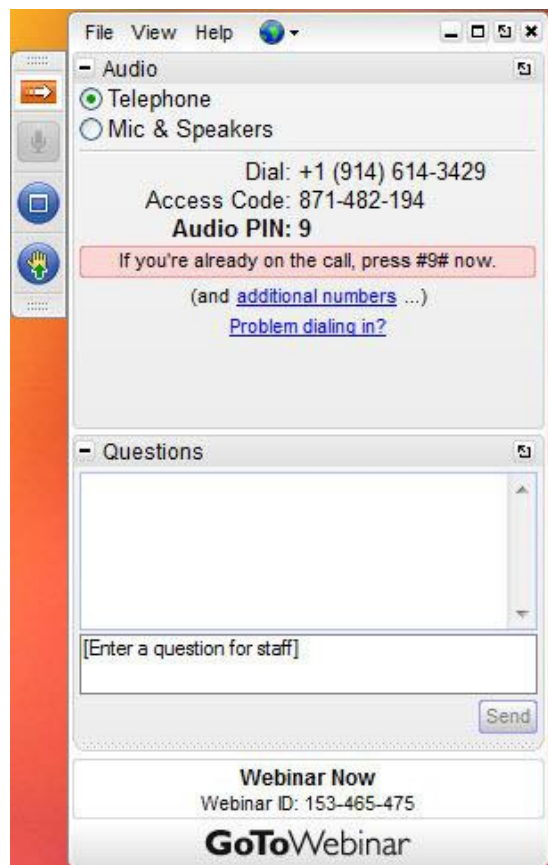
NOTE: PIN MUST BE INSERTED TO PARTICIPATE IN Q/A

STEP 3: Watch the Webinar

Once you've finished setting up your audio, you're all set! Depending on whether the webinar has started yet, you may see a message saying "The meeting will begin when the organizer arrives." If so, then the organizer has not yet started the broadcast. Once they do you'll be able to hear the audio.

STEP 4: Participate in the Meeting

There will be time after the presentation for Q&A. Your webcam video cannot be turned on at any point during the meeting, and all attendees will be muted upon joining to prevent excessive background noise during the presentation.



When the Q&A portion of the meeting agenda begins, we will respond verbally to questions and comments that have been submitted in the Q&A feature accessible via the control panel located on the upper right side of your screen.

If you have not asked a typed question in the Q&A and wish to share your question or comment verbally, you can press the “Raise Hand” button. Attendees will be called upon in the order they raise their hands. After you raise your hand, you need to wait for the moderator to recognize and unmute you before speaking. After you share your question or comment, we will lower your hand and you will be returned to the muted state.

When asking a question - either when typing in the Q&A, or audibly after raising your hand and being unmuted - please state your first and last name to identify yourself, while speaking slowly and clearly.

The meeting will be recorded and available for review on the website following its close. The MBTA will also accept comments following the meeting at the project email address (QuincyBus@MBTA.com)