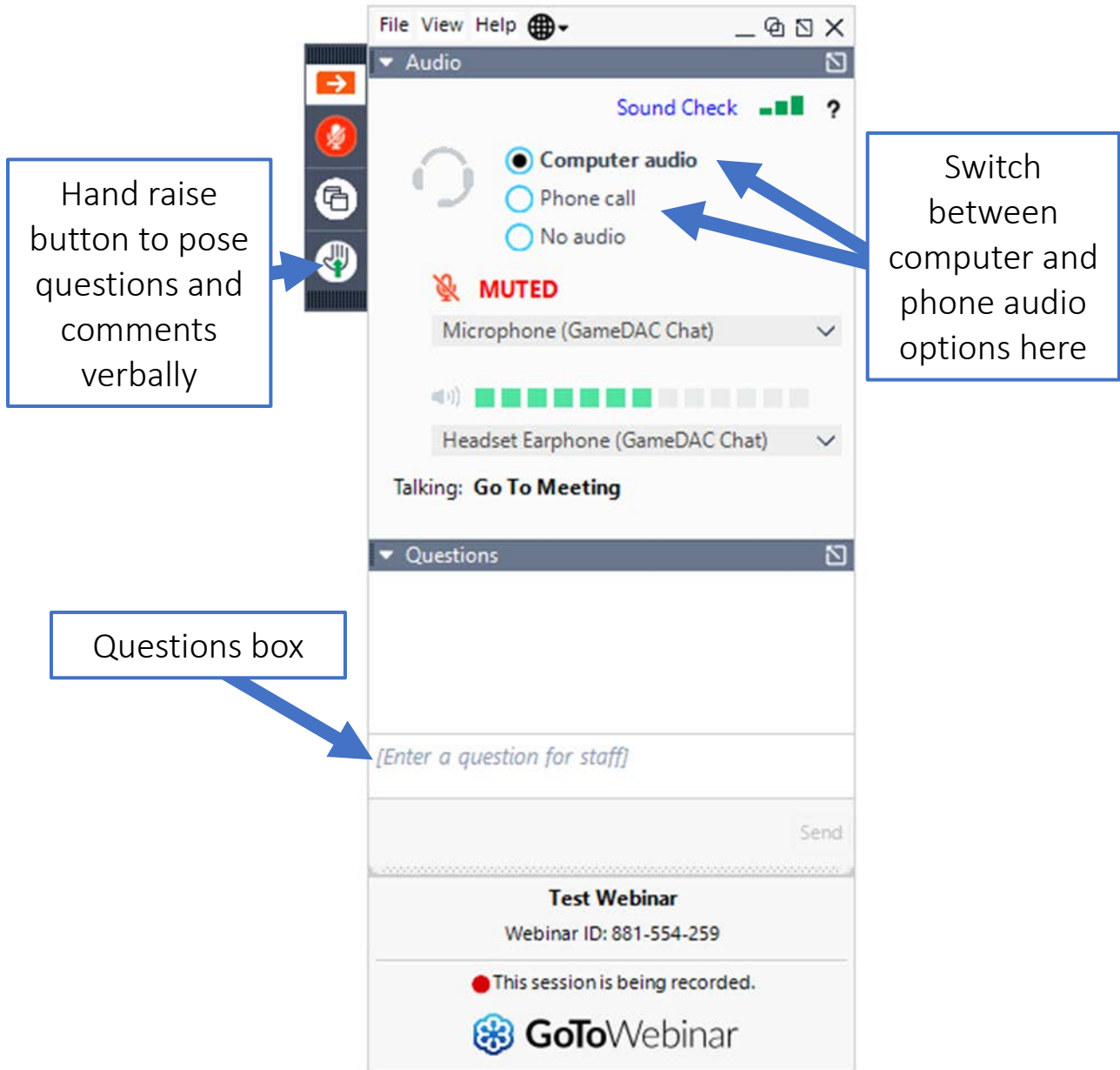# EAST NAPLES COMMUNITY DEVELOPMENT PLAN
VIRTUAL PUBLIC WORKSHOP: TIPS TO JOIN

Thank you for registering for the East Naples Community Development Plan Public Workshop! Here are a few tips for joining the event via the GoToWebinar web tool and getting oriented:

1. Join the meeting using the weblink provided in your email invite; you should be automatically prompted to open the workshop in a browser or download software if you do not have it already. If you do not receive these prompts automatically, you can get more information here. You can use your computer audio or audio by phone (see instructions in your email invite).

2. Once you have joined the workshop, if you are arriving early, you will see a static entry screen until the event begins.

3. Once the event begins, you will see the presentation screen and a control panel (see Figure 1).

4. You can switch between the computer and phone audio options using the buttons shown in Figure 1.

5. Attendees will be muted during the presentation portion of the workshop but can submit comments and questions via the "Questions" box shown in Figure 1. For comments and questions relevant to the individual attendee, a workshop organizer will respond via the questions box to the individual attendee. For general comments and questions, the organizers will address the questions verbally for the benefit of all the attendees, primarily during the question and answer session. Attendees can also pose questions and comments verbally during the question and answer session. Attendees can signal they wish to speak using the "raise hand" button shown in Figure 1.

6. The workshop will be recorded and posted to the project website (http://colliercountyfl.gov/EastNaplesCDP) to share the presentation with members of the public who could not attend.

7. If you have any technical problems trying to join or participate in the workshop, you can email ENCDP@tindaleoliver.com for assistance. For other project-related comments or questions, please email ENCDP@colliercountyfl.gov.

Figure 1: GoToWebinar Attendee Control Panel

Hand raise button to pose questions and comments verbally

Switch between computer and phone audio options here

Questions box