**Instructions for Meeting Participants**

**FOR EVERYONE**

When files are being shared on screen, you have the ability as an end-user to adjust your view of them. Hover over the vertical menu bar on the left-hand side of the screen and click the up or down carrots to advance/go back. Use the plus and minus signs to magnify your view of documents (zoom-in).

**FOR LEAD REPS & PROXIES REPRESENTING LEAD REPS (PANELISTS)**

* Make sure to **join the meeting** **via computer** or by logging into the WebEx application on your phone. If you participate by calling in on your phone, we won’t have the option to elevate you to panelist.
  + **Lead Members** will be elevated to “Panelists” at the beginning of the meeting. This may take a few minutes
  + **Please sign in 10 minutes early** in case you encounter technical difficulty.
  + This will also give us time to promote you from attendee to panelist. (We can only do this once you are signed in)
  + **Everyone will be muted on entr**y, but once promoted, panelists will be able to mute/unmute themselves to present or for discussion.
  + **For Member Q&A/ and discussion: You will “raise your hand”** using the hand icon, not the Q&A or chat functions
  + **Raising Hand**: If there is no white side bar on the side of your screen, hover over the bottom center of your screen and select the “participant” icon (the head and shoulders of a person). If it is selected it will be blue. Then go to the white side bar on the righthand side of your screen. Underneath the list of “Panelists” there is a small hand icon that appears at the bottom right.
  + **Asking a Question/Making Comment**:
    - When you would like to ask a question or make a comment, click this button and the hand will appear next to your name.
    - As with table tents in our regular face to face meetings, the Facilitator will keep a queue and indicate when it is your turn to speak.
    - At that point unmute yourself and speak.
    - When you have spoken, click the button again to lower your hand, and mute yourself again (or facilitation team will likely mute you if you forget).
    - During audience Q&A, when responding, please reply verbally in order to be sure that everyone hears the response. If you chat a response it may not be seen by all.
  + **Note:** **If you scheduled to present material but are NOT a Lead Representative,** we will promote you to Panelist right before you speak, then back to Attendee after your presentation.

**FOR ATTENDEES ONLY**

The following applies to Attendees, not to **Panelists and Presenters**:

* + **If you are not a lead representative on the CAEECC or a proxy filling in for a lead representative, you are an Attendee.** 
    - This means you don’t have the ability to speak or show your video.
  + **Asking a Question/Making Comment**
    - You will be able to use the Chat function at specific times during the morning to ask a question or make a comment as follows:
    - Write out your full question in the chat. Send your chat to “all participants”.
    - Be aware that while you can chat at any time during a particular session, we won’t view your questions until it’s time for Audience discussion (time allowing).
    - When it is time for Audience Q&A, the facilitator will open the chat and read questions and then let Members and or Presenters reply as appropriate.