**Attendee GoToMeeting Test Sessions for LACCRA Seminar:**

Tuesday, August 4 at 12:15 p.m., Wednesday, August 12 at 7:00 p.m., and Tuesday, August 18 at 12:15 pm

**GoToMeeting at-a-glance Quick Guide for Attendees**

Here are a few things you need to know before joining your first GoToMeeting online meeting. You can join the meeting from your Mac or Windows desktop or just about any smartphone or tablet. Please be aware that you will need to use your devices audio and video.

**1. You’re invited**

*To join the seminar from a Mac or PC:*

* Close out any applications on your computer/smartphone which may slow down your Internet connection
* Open the invitation email
* Click the link provided in the email to join the meeting [OR go to [www.joingotomeeting.com](http://www.joingotomeeting.com/) and enter the meeting ID]
* If prompted, click Yes, Grant or Trust to accept the download
* When prompted, type in your name and optionally, your email address
* Upon clicking OK in the Name and Email dialog, you will be entered into the meeting
* The Attendee Control Panel and the GoToMeeting Viewer window will appear

*To join the seminar from a mobile device:*

* First, download the free GoToMeeting app from the App Store, Google Play or Windows store
* Once installed, it’s much like joining from a computer - Simply click the link in your invitation email or open the app and enter the session ID
* You will be required to use your computer/smartphone mic and speakers (VoIP) for audio and video as you will need to be "seen" in the meeting

**PLEASE NOTE:** There is no admittance 15 minutes after the start or 15 minutes prior to the end of the presentation per CEU requirements

**3. Join the meeting**

* Click your online meeting link within 15 minutes prior to the seminar start time, or go to gotomeeting.com and enter the meeting ID
* If you have trouble, please email Michele Hyson at [info@laccra.org](mailto:info@laccra.org)

**NOTE:** If this is your first meeting, please login early

**4. Audio and Video**

* Please note that the option to dial-in will not be offered for the LACCRA seminars due to CEU requirements
* You will need to utilize your computer’s mic and speakers and turn on your video
* For the best experience, we recommend using a USB headset with this option (especially if you cannot participate in a quiet area)

**NOTE:** We will be muting all attendees during the meeting. There will be breaks for Q&A. You can also write in questions in the "chat" feature to communicate with the group, the host and/or other individual attendees

**5. Know who’s speaking**

* The bottom of your meeting window and the Control Panel both indicate who’s speaking
* When you are speaking, meeting attendees will see your name if you connected with mic and speakers

**6. Interact**

* The host will mute all attendees unless the presenter opts for live Q&A
* Questions can also be sent via the "chat" feature to communicate with the group, the host and/or other individual attendees

**7. Leave the meeting**

* Click the leave the meeting icon at the top of the meeting window (You’ll be prompted to confirm that you want to leave)

**8. Evaluation**

* You will receive an online evaluation form via email following the meeting. The evaluation is required in order to receive CEU per the CEU requirements

**9. LASC Employee and Vendor Number and NCRA Member Number**

* Be sure these are entered in your member record. Click here to log in to your profile and update your member record: <https://www.laccra.org/>

**What are the system requirements to attend a GoToMeeting?**

On a PC:

· Internet Explorer 9, Mozilla Firefox 34, Google Chrome 39 (JavaScript enabled) or the latest version of each web browser

· Windows XP, Windows Server 2008 or later

· Cable modem, DSL or better Internet connection (1 Mbps or faster)

· Dual-core 2.4GHz CPU or faster with 2GB or more of RAM

On a Mac:

· Safari 6, Firefox 34, Google Chrome 39 (JavaScript enabled) or the latest version of each web browser

· Mac OS X 10.8 (Mountain Lion) or newer

· Cable modem, DSL or better Internet connection (1 Mbps or faster)

· Intel processor (2GB of RAM or better)

Participants must connect to audio using (VoIP) a microphone and speakers