

Bureau of Ocean Energy Management (BOEM) Oregon Intergovernmental Renewable Energy Task Force Zoom Webinar Instructions, Protocols, and Tips

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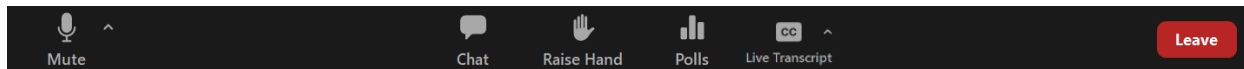
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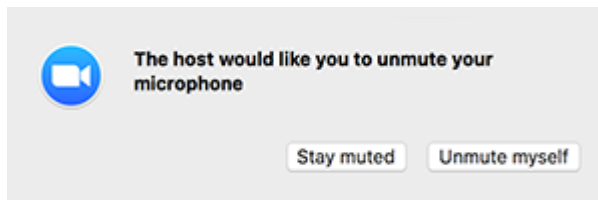
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Audio Settings (only visible if the host hasn't granted you permission to talk): Change your audio settings. You can also click the upward arrow (^) next to change your speaker.


Unmute  / **Mute**  : If the host gives you permission, you can unmute and talk during the webinar. All participants will be able to hear you. If the host allows you to talk, you will receive a notification.




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Chat  : Open webinar chat, allowing you to send chat messages to the host, panelists, and attendees.

Raise Hand  : Raise your hand in the webinar to indicate that you need something from the host. The host may instruct you on how they plan to use this. Many webinar hosts use this feature to know if an attendee has a question and would like to speak out loud.

Poll : Upon entering the meeting, you will be asked to fill out a poll. The poll results will be shared in the morning session of the meeting.

Live Transcript : When enabled by the host, you will see a notification in the meeting controls, informing you that one of these services is available. Live transcription will be available for the meeting. Click Live Transcript, then select show subtitle. If enabled, you can also click View Full Transcript to view the transcript in the side panel of the meeting.

Webinar Protocols and Tips:

- If you would like to provide public input during the public input sessions, please use the [“raise your hand”](#) function of if joining by phone, dial *9 to get into the discussion queue. This alerts the facilitator that you would like to speak.
- When it is your turn to speak, the host will unmute you and call on you to share your comment or question. After, click “lower your hand.”
- Say your name and affiliation before speaking.
- To send a message to panelists and attendees, please use the [webinar chat](#). To do so, click “chat” in the bottom menu.
 - Attendees will be able to use the chat to ask questions or provide comments. They have the option to send it to “hosts and panelists” or “everyone”. If they send to just “hosts and panelists”, other attendees will not be able to view their message. We recommend for this meeting that attendees share their questions or comments to “everyone”.