

Senate Videoconference (SVC) Pilot GoToWebinar Instructions - Testifiers

General Instructions

- Please verify that your webcam, speakers, microphone, and internet connection are working properly before you begin.
- Follow the step by step instructions listed below to join the webinar at the start time listed on the hearing notice.
- You will be given access to the audio and video feeds from the conference room shortly after the Chair begins the hearing. Please keep the GoToWebinar window and control panel open and active on your computer while you are waiting for the hearing to begin. You could be waiting for a few minutes (or longer) if they are running late. You must be ready to testify at any time.
- The Chair may call for testifiers via videoconference after he or she calls upon individuals testifying on the measure in person.
- Please make sure your “Questions” section of the GoToWebinar control panel is maximized at all times. We will let you know when it is your turn to testify here.
- Use of the Webinar ID that was emailed to you is limited solely to individuals who have been invited by the committee clerk to testify on this measure via videoconference.
- Please do not use a mobile device such as a smart phone or tablet to join the webinar. You must be using a laptop or desktop computer with a strong and reliable internet connection in order to participate.

Step By Step Instructions

Prior to the Hearing

1. Submit your SVC application form (available [here](#)).
2. Submit your written testimony at least 24 hours prior to the hearing ([instructions](#)).
3. If the committee is able to accommodate your videoconference testimony, the committee clerk will email you an invitation to join the webinar for the hearing.

Webinar Registration

1. When you receive an invitation please register for webinar online. Click on "Register now" link. The name you provide for registration must match the name you submitted on your application to testify via videoconference. Complete all required fields and press Register.

The screenshot shows a registration form for a webinar. At the top, there is the seal of the Hawaii State Senate and the text 'The Hawaii State Senate'. Below this, the webinar title is 'EDU Hearing 01-28-14 test'. The date and time are listed as 'Wed, Jan 28, 2016 2:00 PM - 3:00 PM HST' with a link to 'Show in My Time Zone'. The topic is 'RELATING TO DEPARTMENT OF EDUCATION SUPERINTENDENT'S SALARY'. The form contains several input fields: 'First Name' (marked as a required field), 'Last Name', 'Email Address', 'Street Address', 'City', 'State/Province' (a dropdown menu), 'Zip/Postal Code', 'Country' (a dropdown menu), 'Phone Number', and 'Organization'. There is also an 'Industry' dropdown menu. 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 blue 'Register' button.

- 2. Upon successful registration you will receive an email confirming your registration and provided with supplementary information/instructions.

Hearing Day

- 1. 5 minutes prior to the start time listed on the hearing notice:
 - Click on the "Join Webinar" link provided in your confirmation email.

The Hawaii State Senate

Dear Senate,

Thank you for registering for "ETT Hearing 03-14-18".

Please send your questions, comments and feedback to: senatemeeting2@capitol.hawaii.gov

How To Join The Webinar

Wed, Mar 14, 2018 1:30 PM - 4:30 PM HST

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

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

[Join Webinar](#)

Note: This link should not be shared with others; it is unique to you.

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

2. Choose one of the following audio options.

TO USE YOUR COMPUTER'S AUDIO:

When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

Webinar ID: 584-218-043

Please send your SVC questions, comments and feedback to: senatemeeting2@capitol.hawaii.gov.

To Cancel this Registration

If you can't attend this webinar, you may [cancel your registration](#) at any time.

- You may be prompted to download and install webinar software. Click Run to start.

GoToWebinar® 24/7 Support

Run GoToWebinar Launcher

The download should automatically begin in a few seconds, but if not, please restart the download.

Questions?
• Contact Global Customer Support or tweet to us @gotowebinar

Click Run to start GoToWebinar Launcher.

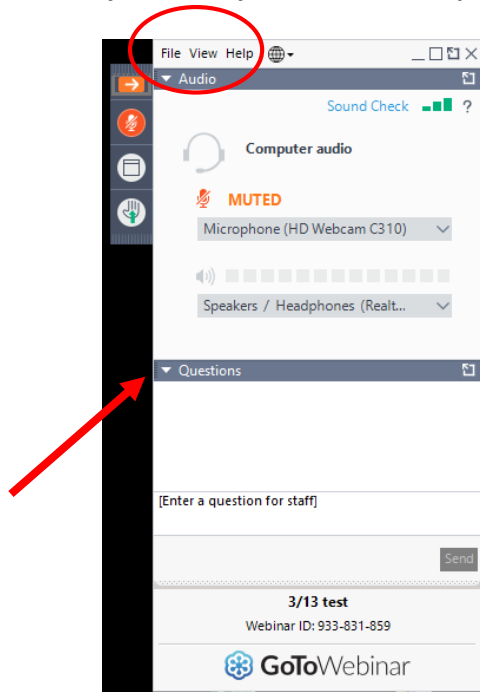
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Do you want to run or save GoToWebinar Launcher.exe from download.citrixonline.com? Run Save Cancel

- 2. The install process will auto load, verify your Webinar ID, and launch webinar session.

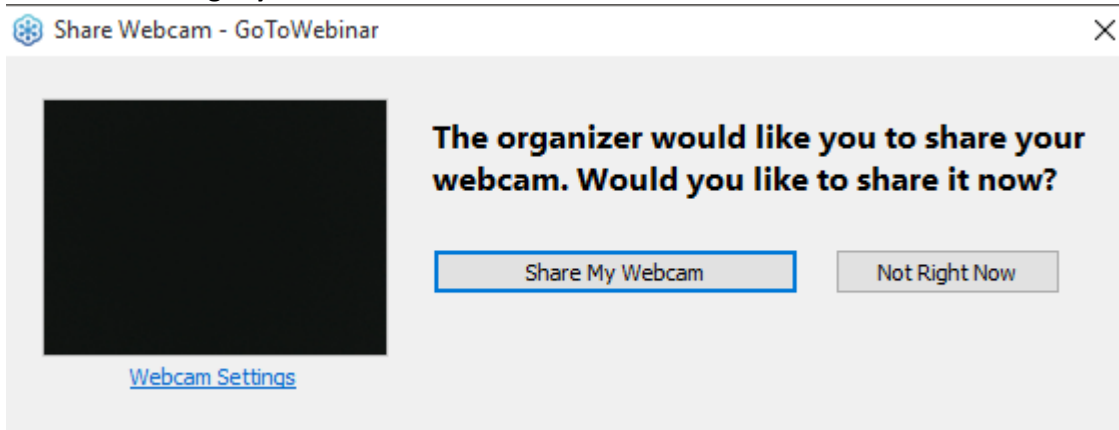
3. On the program window and GoToWebinar control panel click on the “View” menu at the top of the control panel, then uncheck “Auto hide the control panel.”

4. Please also make sure that the “Questions” section of the control panel is expanded at all times. This will ensure that you see any notifications or questions sent by the staff during the hearing.



5. The audio and video feeds from the conference room will start when the hearing begins. You will be able to see and hear the other individuals and organizations who are testifying at the hearing before it is your turn to testify.

6. When it is your turn to testify, the meeting organizer will notify you via the questions section of the control panel, then ask you to share your webcam and un-mute your audio. You may begin your testimony after the Chair acknowledges you.



7. You will be dismissed from the webinar when the chair moves on to the next measure on the agenda. However, if you would like to watch and listen to the rest of the hearing, you may re-join the webinar by simply following steps 1-3 listed above.