



National RTAP Peer Call Series: Preparing for State Management Reviews

Wednesday, August 3, 2016

Hosts: Robin Phillips and Jerry Emanuel, National RTAP

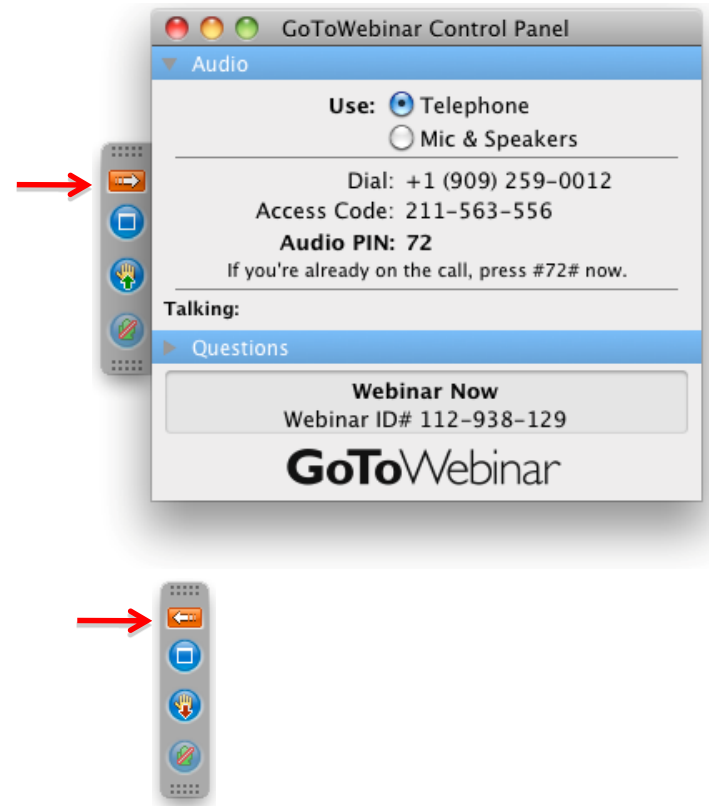
Panelists: Michele Nystrom, Georgia DOT and Curtis Sims, Jr., South Carolina DOT



U.S. Department of Transportation
Federal Transit Administration

GoToWebinar Control Panel – Open/Close

- GoToWebinar control panel is on the right side of your screen.
- Open and close your Control Panel by clicking the orange arrow on the Grab Tab.
- Move the Control Panel anywhere on your screen by clicking and dragging.



View Full Screen

- You can view the presentation in Full Screen by clicking the blue “Screen” icon in the Grab Tab.



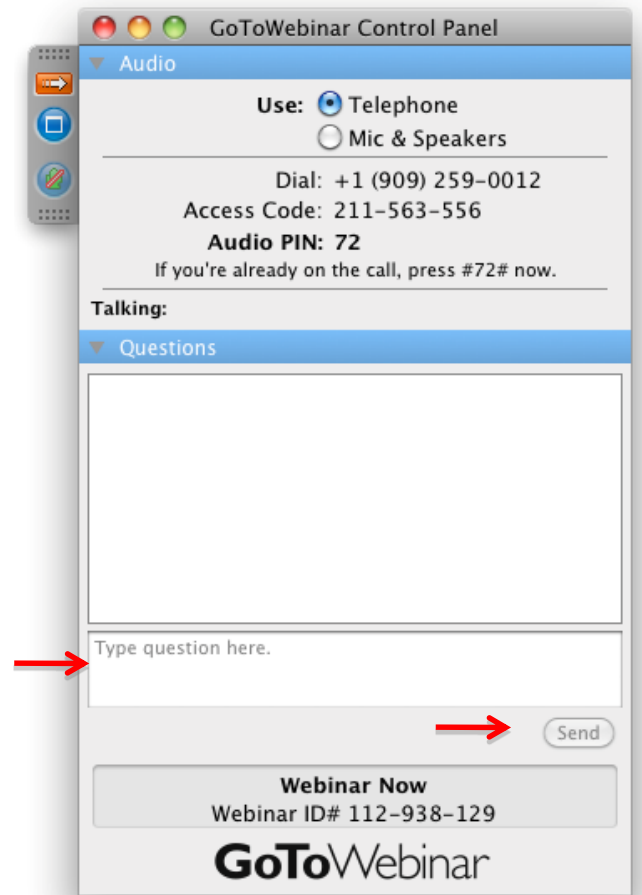
Audio Options

- Click the “Audio” drop-down arrow in the Control Panel to view your options.
- Select the “Mic & Speakers” radio button to use your computer for the audio portion.
- Select the “Telephone” radio button and you will see the number to call, the webinar Access Code, and your personal audio pin. *(Recommended)*



Questions via Chat

- Submit questions or comments during the call by clicking the drop-down arrow next to “Questions” in the Control Panel.
- Type into the white box and click “Send.”
- We will answer questions in the order they were received.



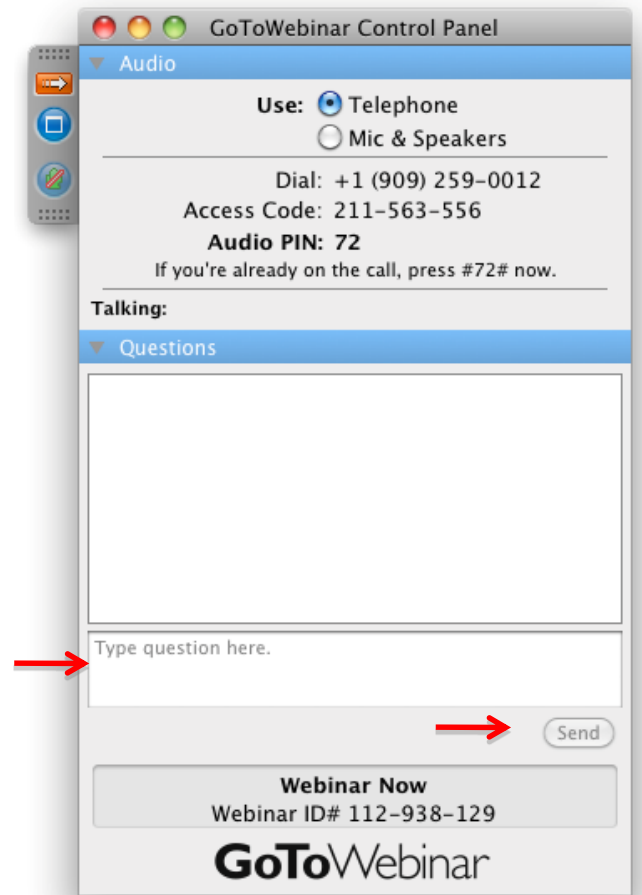
Questions via Phone – Raise Hand

- To ask a question or make a comment via your phone or mic/speakers, click the “Raise Hand” icon in the Grab Tab.
- We will unmute you when it’s your turn, and then re-mute you when you’re done.



Difficulty Hearing a Speaker

- If you have trouble hearing one of the speakers during the call, let us know via the “Questions” or “Chat” box in the Control Panel so we can try to correct the issue.



Recording

- This Peer Call is being recorded and will be made available on the National RTAP website at <http://nationalrtap.org/Peer-Program/Peer-Calls> usually within one week after the call.
- Transcripts can be provided upon request.