



Accessing the TWIA Legislative & External Affairs Committee Meeting

This document shows you how to register for and access the TWIA Legislative and External Affairs (LEA) Committee Meeting hosted on GoToWebinar, a virtual meeting platform. You may click [here](#) to view the meeting agenda and access the registration and broadcast information for the meeting on www.TWIA.org.

1. Click [here](#) to register for the LEA Committee Meeting. A web page will appear with a registration screen. Complete the required fields (First Name, Last Name, and Email Address). Make sure the email address entered is correct. Then, click on the **Register** button.

2. After you click the **Register** button, a confirmation page will appear. On this page, you can add the LEA Committee Meeting information to your calendar and/or click on *join the webinar*, if you are registering the day of the meeting. You may also *check your system requirements* (highly recommended) or *cancel your registration*.

If you have any additional questions, please email TWIA at Communicationsmail@TWIA.org.



3. If you are completing your registration prior to the meeting, you can find a registration confirmation email with information for accessing the meeting in your inbox. Look for an email from TWIA Communications (customer@gotowebinar.com).

If you do not find the email in your inbox, check your Spam/Junk folders. It is also possible you entered your email address incorrectly when registering.

Note: You may join the meeting from a desktop computer, laptop, or mobile device. Review the image below for content and options available in the confirmation email.

Dear [redacted],

Thank you for registering for Legislative & External Affairs Committee Meeting.

Please send your questions, comments and feedback to: [redacted]

How To Join The Webinar

Date and Time of Webinar

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#) ← Add webinar to a calendar of your choosing.

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

[Join Webinar](#) ← Use this button to join the webinar at the scheduled date and time.

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. ← Use this link to ensure your system is compatible with GoToWebinar.

2. Choose one of the following audio options: ← Use section two to select an audio option. You may either use your computer's audio or dial in to the webinar via telephone.

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.

--OR--

TO USE YOUR TELEPHONE:

If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.

United States (Toll-free): 1 877 [redacted]

United States: +1 (562) [redacted]

Access Code: ###-###-###

Audio PIN: Shown after joining the webinar

Webinar ID: ###-###-###

To Cancel this Registration

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

If you have any additional questions, please email TWIA at Communicationsmail@TWIA.org.