

## Accessing the TWIA Board of Directors Meeting

This document shows you how to register for and access the TWIA Board of Directors (BOD) Meeting hosted on GoToWebinar, a virtual meeting platform. You may click <a href="here">here</a> to view the meeting agenda and access the registration and broadcast information for the meeting on www.TWIA.org.

 Click here to register for the BOD Meeting. A web page will appear with a registration screen.
Complete the required fields (First Name, Last Name, and Email Address) and any optional fields, if desired. Make sure the email address entered is correct. Then, click on the Register button.



After you click the Register button, a confirmation page will appear. On this page, you can add the BOD 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.

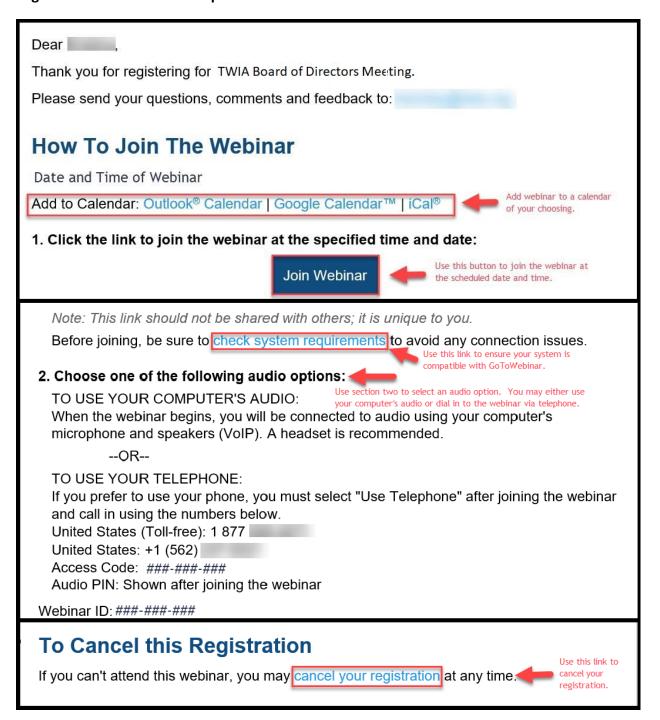




3. If you are completing your registration prior to the meeting, you can find a registration confirmation email with information for accessing the meeting in your inbox. Look for an email from TWIA Meetings (customercare@gotowebinar.com).

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.





- 4. Once you join the webinar, your microphone will be muted and in a listen-only mode.
  - When the moderator opens the Public Comment section of the meeting, you may click on the Hand-Raise icon to indicate you would like to make public comment.
  - The Hand-Raise icon is located on the left side of the GoToWebinar Control Panel (see image below).
  - The moderator will call on each person with their Hand-Raise icon selected and unmute them to allow them to make public comment. You will be muted again once your public comment has been completed.
  - If you experience technical difficulties during the webinar, you can type your issue in the Questions Box, and the moderator will assist you.

