

EAST NAPLES COMMUNITY DEVELOPMENT PLAN

VIRTUAL PUBLIC WORKSHOP: TIPS TO JOIN

Thank you for registering for the East Naples Community Development Plan Virtual Public Workshop! Here are a few tips for joining the event via the GoToMeeting web tool and getting oriented:

1. Join the meeting using the weblink provided in your email invite; you should be automatically prompted to open the workshop in a browser or download software if you do not have it already. If you do not receive these prompts automatically, you can get more information [here](#). You can use your computer audio or audio by phone (see instructions in your email invite).
2. Once you have joined the workshop, if you are arriving early, you will see a static entry screen until the event begins.
3. Once the event begins, you will see the presentation screen and a control panel (see Figure 1).
4. You can switch between the computer and phone audio options using the buttons shown in Figure 1.
5. Attendees will be muted during the workshop but can submit comments and questions via the “Questions” box shown in Figure 1. For comments and questions relevant to the individual attendee, a workshop organizer will respond via the questions box to the individual attendee. For general comments and questions, such as those collected during the question and answer session for the project, the organizers will address the questions verbally for the benefit of all the attendees.
6. Note that the workshop will be recorded to share the presentation with members of the public who could not attend.
7. If you have any technical problems trying to join or participate in the workshop, you can email ENCDP@tindaleoliver.com for assistance. For other project-related comments or questions, please email ENCDP@colliercountyfl.gov.

Figure 1: GoToWebinar Attendee Control Panel

