

Virtual Participation Guide

Because we have reserved an Adobe Connect room of an appropriate size for the number of people registered, we ask that you please do not forward this webinar information to unregistered colleagues. Instead, consider gathering in a conference room to view the workshop together.

Webinar Information



Check your system to make sure it is ready to use Adobe Connect before the meeting to save time. Use the Adobe Connect Visual Quick Start Guide to orient yourself with the program.

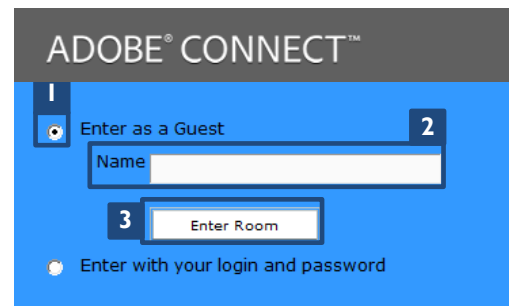


Connecting to the webinar:

<http://epawebconferencing.acms.com/>

[modelaveragingworkshop/](#)

1. Choose “Enter as Guest”
2. Enter your name and affiliation next to “Name”
e.g., Firstname Lastname (Affiliation)
3. Click “Enter Room”



Connecting to the phone:

- Call-in Number: 1-866-299-3188
- Conference Code: 202 564 3216#



Please remember to mute your phone!



Audio is available through Adobe Connect using your computer speakers.

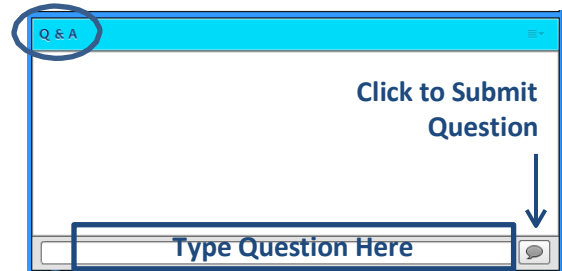
NOTE: If you wish to participate in the discussion by making a comment or posing a question aloud, you MUST join the conference call using the number above.

- If you join the workshop via Adobe Connect only, you will be able to type your questions in the Q&A pod.

Participation Guidance

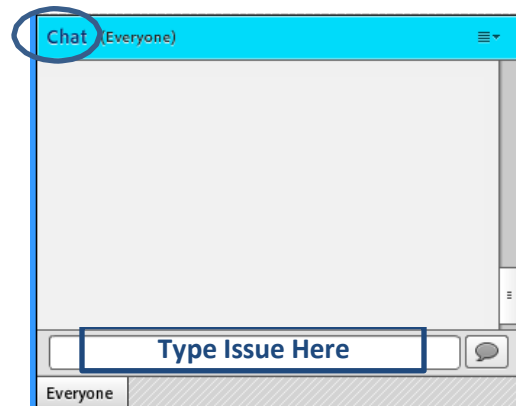
Please follow the instructions below carefully when participating to ensure a productive webinar for everyone.

- Keep your phone muted throughout the webinar.
- **To ask a question or provide a comment**, use the “Q&A” pod of the Adobe Connect Webinar or use the “raise your hand” feature to notify the meeting host of your question. You will have the option of speaking directly through your phone connection or the webinar host can pose your question/comment for you. Questions and comments (webinar and in-person) will be posed during the designated times per the agenda.



- **To speak directly to the workshop participants:** Enter “I wish to make a comment” in the Q&A pod. The webinar host will acknowledge your question and respond to you in the pod. When it is your turn, the webinar host will state your name and organization aloud to the room. Your phone line will be unmuted and you can pose your question/comment directly.
Note: You must be dialed in through the phone line to speak directly to the meeting participants.
- **To have the webinar host pose your question/comment:** Type your question/comment into the “Q&A” pod of the Adobe Connect Webinar. The webinar host will speak to the meeting participants at the appropriate time.

- To report technical difficulties or webinar issues to the meeting host, use the “chat” pod of the Adobe Connect Webinar.



Troubleshooting

Test your computer’s connectivity to Adobe Connect at https://epa.connectsolutions.com/common/help/en/support/meeting_test.htm.

Adobe connect provides more help online at <http://helpx.adobe.com/adobe-connect.html>

If you cannot see the shared presentation: Try logging out of the Adobe Connect Webinar and back in again. If that does not solve the problem, please inform the meeting host in the Adobe Connect “chat” pod.

If you cannot hear a speaker: Check the volume on your phone. If that does not solve the problem, please inform the meeting host in the Adobe Connect “chat” pod.

If you need other assistance: Email EPA_MA_Workshop@icfi.com; this inbox will be monitored continuously during the workshop.