



MAFMC Webinar Participation Guide

The Mid-Atlantic Fishery Management Council uses the Adobe Connect webinar platform to provide remote access to many meetings. Some meetings are conducted entirely by webinar, while other meetings are held in-person with the option to participate or listen remotely via webinar. The Council's [Webinar Policy](#) provides details about types of webinar access typically available for various types of meetings. This document is a general guide for joining and participating in Council-hosted webinars. Procedures may vary from meeting to meeting. Always check the relevant page on the Council's [web calendar](#) for additional details and instructions and contact the relevant staff person if you have any questions.

Required Equipment:

- Desktop/laptop computer (recommended) **OR** mobile device with the Adobe Connect application
- Telephone – often required for webinar participants but not required for individuals planning to join in “Listen Only” mode

Before the Meeting

There are three ways to connect to an Adobe Connect Meeting:

1. **[Strongly Recommended] Desktop/Laptop Application (App)** – The stand-alone Adobe Connect desktop App works best. The App can be downloaded at http://www.adobe.com/go/learn_desktop_en (scroll down to the PC or MAC versions). Using this option helps staff with webinar management.
2. **In Browser** – Adobe Connect Meetings can be launched in web browsers with Adobe Flash enabled. This option may have limited functionality in some browsers. If you want to participate in the discussion, it is strongly recommended you download the App above.
3. **Mobile** – Search for and install Adobe Connect on your iOS or Android device. This option may have limited functionality on some devices. If you want to participate in the discussion, it is strongly recommended you download the App above.

If you would like to test your system to confirm that you are properly set up to join a webinar, please contact the staff member who is organizing the meeting (contact information is typically listed on the relevant calendar page).

Join the Meeting

Webinar connection information is typically posted on the relevant calendar page on the Council's website: <https://www.mafmc.org/council-events>. It is recommended that you connect to the webinar about 15 minutes prior to the start time to troubleshoot any last-minute issues. When the meeting time arrives:

1. Click the webinar URL provided on the calendar meeting page, or copy the URL into your Adobe Connect desktop App (recommended) or browser/mobile device.
2. When the meeting login screen appears, choose Enter as a Guest, type in your first and last name, and click Enter Room.
3. If a pop up window appears in your browser, select “Open in Application” to open the webinar in the Adobe Connect desktop App (see links above to install App)

Connecting to the Meeting Audio

Some webinars are designated as “Listen Only,” meaning that webinar participants will be able to hear the meeting audio and see any presentations shared on the webinar but will not be able to participate in any way. The instructions below do not apply to these meetings. For “Listen Only” meetings, there is no telephone connection option, and webinar audio will automatically play through your computer or mobile device speakers.

Once the webinar opens, you should see a pop-up window prompting you to select how you would like to connect the audio. Several audio connection options are noted below. For most webinars, individuals planning to participate in the meeting must join by telephone (options 1 or 2 below). Individuals who only want to listen can select option 3.

1. **[Recommended for Participants]** Receive a call from the meeting by entering your phone number. Once your phone rings, answer and press 1 on your telephone keypad to enter the meeting.

The screenshot shows a dialog box titled "Join Audio Conference" with the question "How would you like to join the meeting's audio conference?". There are two radio button options: "Dial-out [Receive a call from the meeting]" (which is selected and circled in yellow) and "Dial-in to the Audio Conference via Phone". Below the selected option, there is a dropdown menu showing "+1 (USA)" and a text input field containing "(your number here)". At the bottom right, there are two buttons: "Join" and "Listen Only".

2. **Dial in** to the meeting using the telephone number and room number provided on the screen.

The screenshot shows the same "Join Audio Conference" dialog box. The "Dial-in to the Audio Conference via Phone" option is selected and circled in yellow. Below this option, there is a section titled "Dial telephone number:" with the text "United States: +18008320736". Below that, it says "Enter the following details when prompted:" followed by "MeetingOne Conference Room Number:" and a text input field. At the bottom, it says "Once joined to the audio, identify yourself:". At the bottom right, there are two buttons: "Done" and "Listen Only".

If you use this option, scrolling down on the connection instructions and following the instructions to identify yourself helps staff with webinar management.

3. **Listen only** – you will be able to hear meeting audio through your computer speakers but will not be able to participate.

The screenshot shows the "Join Audio Conference" dialog box with the "Dial-out [Receive a call from the meeting]" option selected. The "Listen Only" button at the bottom right is circled in yellow.

The audio connection box can be launched from the webinar by clicking the telephone icon in the App Bar.

Telephone-Only Access: For users without access to a computer or mobile device, you can call direct using your telephone during meetings that have telephone access. Call-in instructions are typically provided on the meeting web page. Please note that this option offers limited functionality, as users will not be able to

see presentations or use the hand raise feature to ask questions or make comments. Please note that this option is not available for all meetings.

Webinar and Audio Tips and Recommendations

- Sit in a quiet location where you will not be disturbed.
- For the best sound quality, use a headset or headphones with microphone that plug in to your phone. Avoid using speakerphones.
- Mute your phone until it is time for you to participate. If we hear background noise from you, we may have to mute you until your issue is resolved.
- If you are connecting to the webinar on your computer while using your telephone for audio, make sure to mute your computer/device speakers to avoid creating audio feedback issues.
- Never assume that you are fully muted. It is safer to assume that any noise around you can be heard by everyone on the webinar.
- Introduce yourself when you begin speaking.

Using the Hand Raise Feature

The meeting chair or host may use the Hand Raise feature to identify participants who wish to ask questions or make comments. To raise your hand, select the person icon or hand-shaped button at the top of the meeting window:



Please put your hand down by clicking the hand raise icon again before you start speaking. Remember to re-mute your phone when you are finished speaking.

Troubleshooting

If you are having trouble joining the meeting, try the following:

1. Click the Help link on the Meeting Login page. This takes you to the Test Meeting Connection page where you can verify that your computer meets all necessary requirements. If you do not pass the test you will be given instructions for what you need to do.
2. Make sure pop-up blocking software is not blocking your meeting window.

Staff Contacts

If you need additional technical assistance, please contact Jason Didden (jdidden@mafmc.org or 302-397-1131) or Mary Sabo (msabo@mafmc.org or 302-518-1143).