

Senate Videoconference (SVC) Pilot GoToWebinar Instructions - Testifiers

General Instructions

- Please verify that your webcam, speakers, microphone, and internet connection are working properly before you begin.
- Follow the step by step instructions listed below to join the webinar at the start time listed on the hearing notice.
- You will be given access to the audio and video feeds from the conference room shortly after the Chair begins the hearing. Please keep the GoToWebinar window open and active on your computer while you are waiting for the hearing to begin. You could be waiting for a few minutes (or longer) if they are running late. You must be ready to testify at any time.
- The Chair may call for testifiers via videoconference after he or she calls upon individuals testifying on the measure in person.
- Please make sure your "Questions" window in the GoToWebinar control panel is maximized at all times. We will let you know when it is your turn to testify here.
- Use of the Webinar ID that was emailed to you is limited solely to individuals who have been invited by the committee clerk to testify on this measure via videoconference.
- You cannot use a mobile device such as a smart phone or tablet to join the webinar. You must be using a laptop or desktop computer with a reliable internet connection in order to participate.

Step By Step Instructions

Prior to the Hearing

1. Submit your SVC application form (available [here](#)).
2. Submit your written testimony at least 24 hours prior to the hearing ([instructions](#)).
3. If the committee is able to accommodate your videoconference testimony, the committee clerk will email you an invitation to join the webinar for the hearing.

Webinar Registration

1. When you receive an invitation please register for webinar online. Click on "Register now" link. The name you provide for registration must match the name you submitted on your application to testify via videoconference.



The Hawaii State Senate

EDU Hearing 01-28-14 test2
Join us for a webinar on Jan 28, 2015 at 4:45 PM HST.

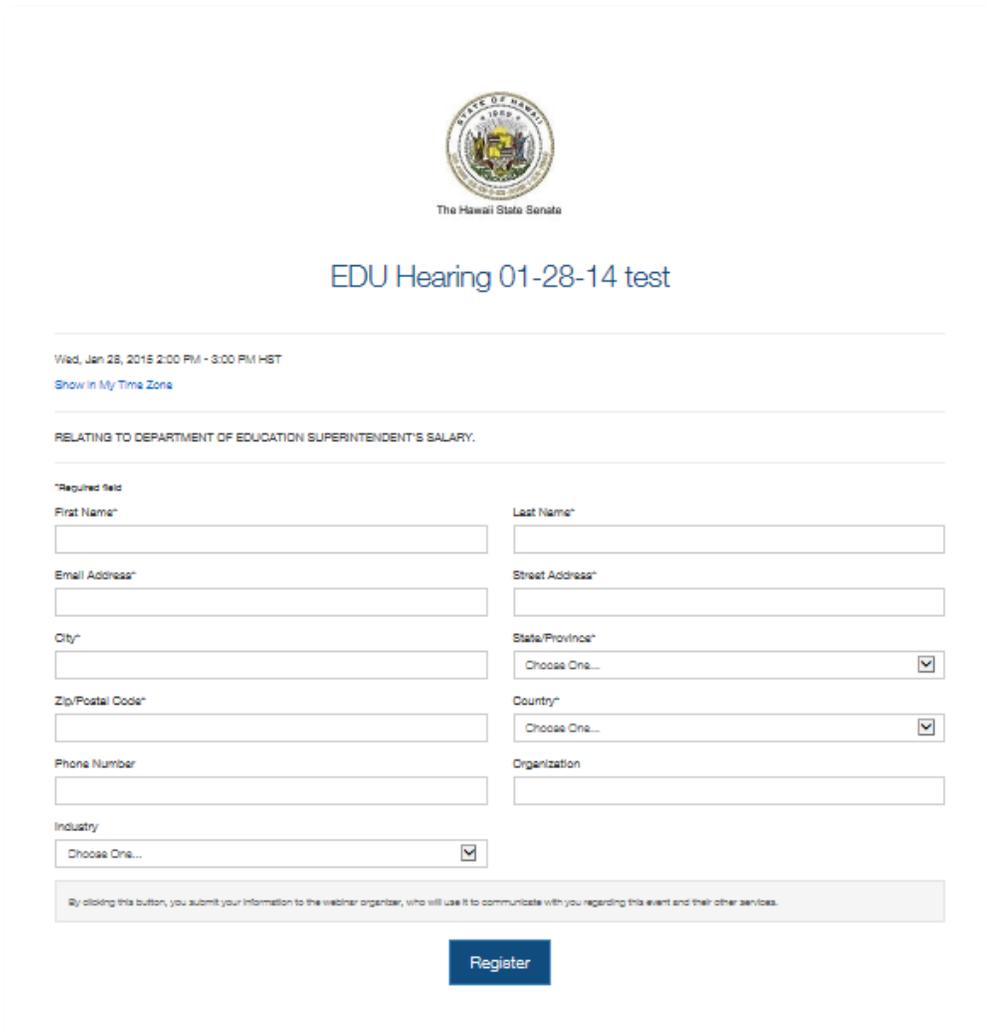
Register now!
<https://attendeegotowebinar.com/register/4960807712684626434>

RELATING TO DEPARTMENT OF EDUCATION SUPERINTENDENT'S SALARY.

After registering, you will receive a confirmation email containing information about joining the webinar.

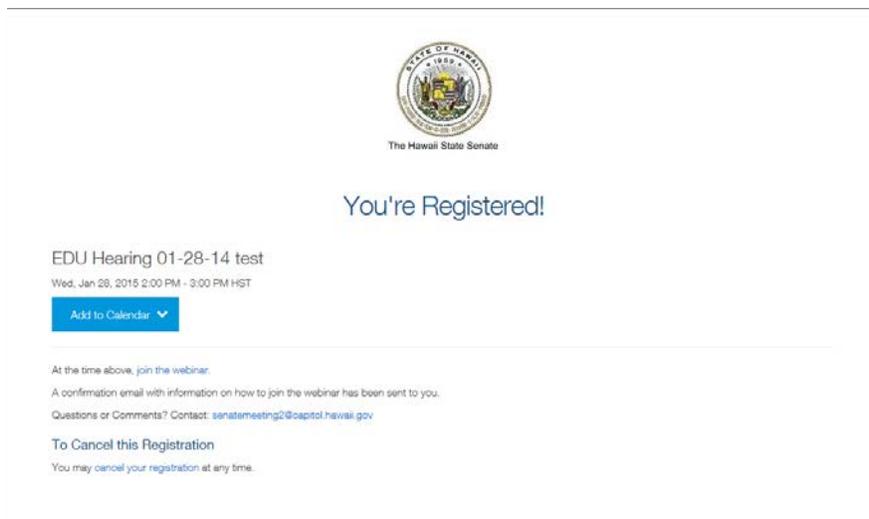
[View System Requirements](#)

2. Complete all required fields and press Register.



The registration form features the State of Hawaii seal at the top center, with the text "The Hawaii State Senate" below it. The main heading is "EDU Hearing 01-28-14 test". Below this, the date and time "Wed, Jan 28, 2015 2:00 PM - 3:00 PM HST" are displayed, along with a link "Show in My Time Zone". The subject of the hearing is "RELATING TO DEPARTMENT OF EDUCATION SUPERINTENDENT'S SALARY.". The form contains several input fields: "First Name*", "Last Name*", "Email Address*", "Street Address*", "City*", "State/Province*" (a dropdown menu with "Choose One..." and a checkmark), "Zip/Postal Code*", "Country*" (a dropdown menu with "Choose One..." and a checkmark), "Phone Number", "Organization", and "Industry" (a dropdown menu with "Choose One..." and a checkmark). A disclaimer states: "By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services." A blue "Register" button is positioned at the bottom center.

3. Upon successful registration you will be provided with the following.

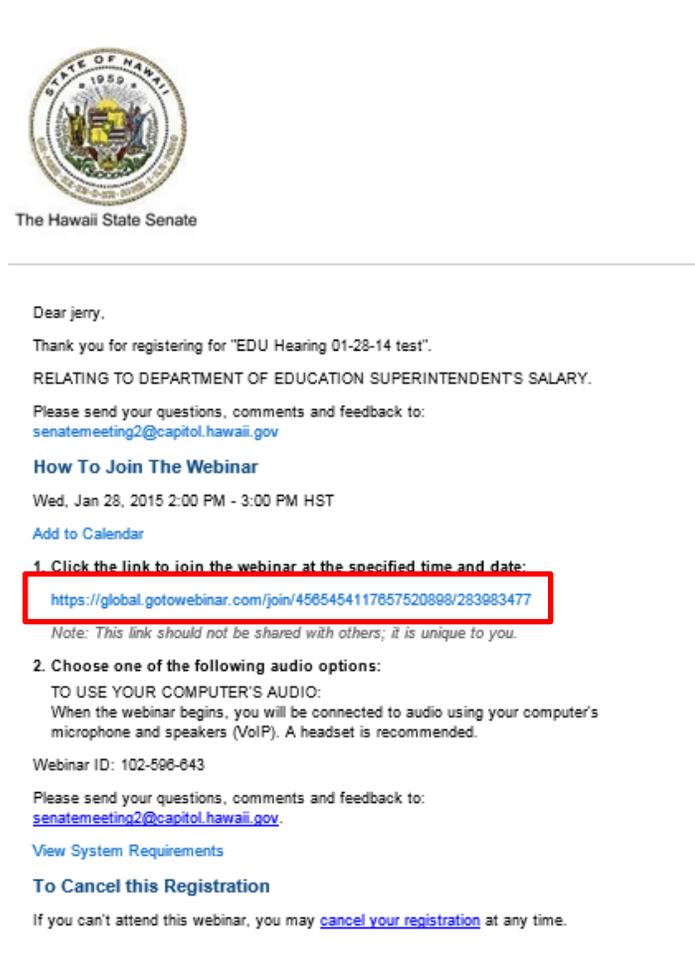


The confirmation page features the State of Hawaii seal at the top center, with the text "The Hawaii State Senate" below it. The main heading is "You're Registered!". Below this, the event details "EDU Hearing 01-28-14 test" and "Wed, Jan 28, 2015 2:00 PM - 3:00 PM HST" are shown, along with an "Add to Calendar" button. The page includes instructions: "At the time above, join the webinar.", "A confirmation email with information on how to join the webinar has been sent to you.", and "Questions or Comments? Contact: senatameeting2@capitol.hawaii.gov". It also contains a section titled "To Cancel this Registration" with the text "You may cancel your registration at any time."

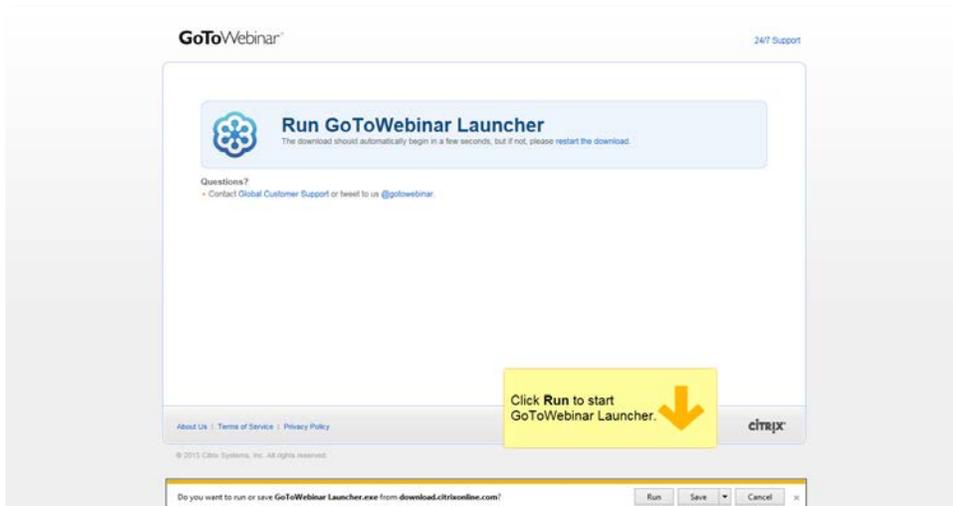
4. You will receive an email confirming your registration and provided with supplementary information/instructions.

Hearing Day

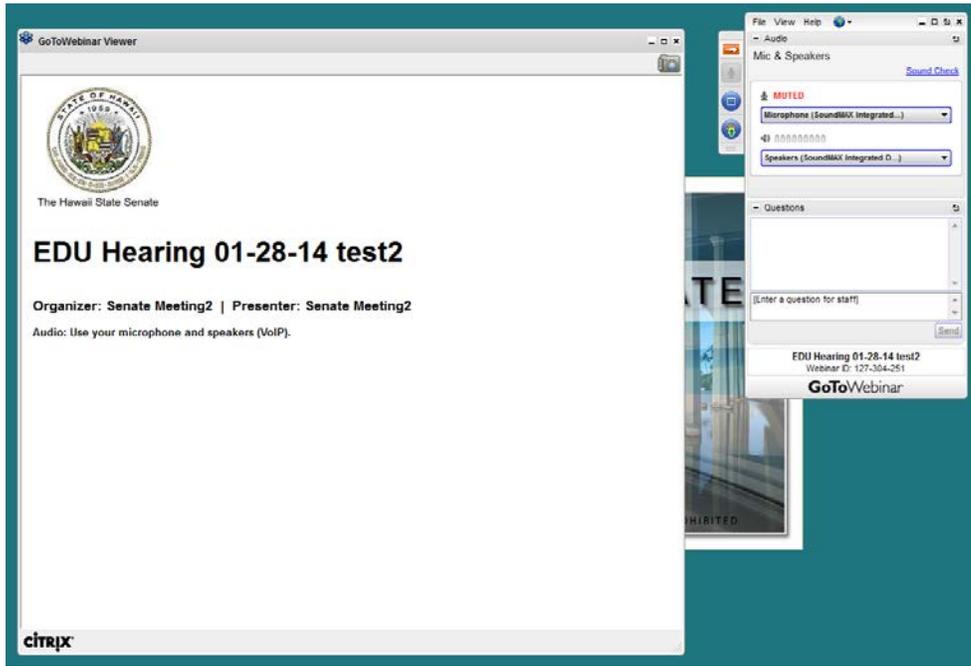
- 1. 5 minutes prior to the start time listed on the hearing notice:
 - Click on the link provided to join webinar.



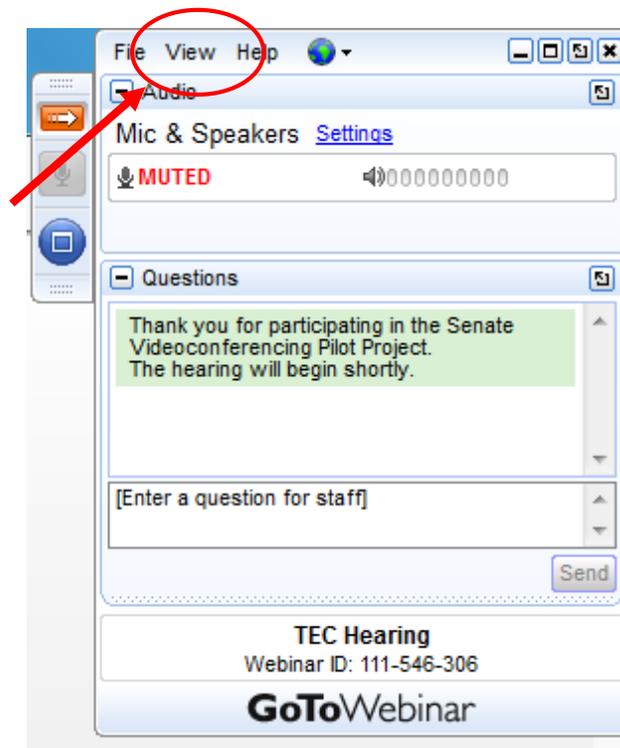
- You may be prompted to download and install webinar software. Click Run to start.



- 2. The install process will auto load, verify your Webinar ID, and launch webinar session.



- 3. On the program window and GoToWebinar control panel click on the “View” menu at the top of the control panel, then uncheck “Auto hide the control panel.”
- 4. Please also make sure that the “Questions” section of the control panel is expanded at all times. This will ensure that you see any notifications or questions sent by the staff during the hearing.



5. The audio and video feeds from the conference room will start when the hearing begins. You will be able to see and hear the other individuals and organizations who are testifying at the hearing before it is your turn to testify.
6. When it is your turn to testify, the meeting organizer will notify you via chat, then ask you to share your webcam and un-mute your audio. You may begin your testimony after the Chair acknowledges you.
7. You will be dismissed from the webinar when the chair moves on to the next measure on the agenda. However, if you would like to watch and listen to the rest of the hearing, you may re-join the webinar by simply following steps 1-3 listed above.