

## **ASBPA Coastal Summit: Attendee notes**

Welcome to the 2020 ASBPA National Coastal Summit as it transitions to an online webinar – coastal policy with social distancing!

We are using Zoom Webinar as the platform for the event, which works differently from the Zoom Meeting platform many of you are used to. You will be logging in to the webinar as an attendee, which means you can see and hear everything being shared, but cannot speak unless unmuted by the host.

Audience questions will be submitted via the Q&A dialogue box (which panelists can see and respond to while panelists), and the host may unmute you to ask a follow-up question during any Q&A time following a presentation (time permitting). You can also “raise” your hand via emoji, but with perhaps more than 100 participants it may take a minute for your virtual hand to be seen by the co-host or presenter. If you have a question during one of the panel presentation and want it answered by a specific person, say so in your Q&A request.

If you have never used Zoom before, go to [Zoom.us](https://zoom.us) to try a test meeting and to test your audio and video BEFORE the start of the webinar. Zoom has good support materials and videos online, and we urge you to take advantage of them.

You can also test your audio and video beforehand, either during the test meeting at Zoom or when you log on before the Summit starts (which is why you should log on at least 5 minutes before it starts). There is a download you need to complete before you can join the webinar, so allow a minute for that as well.

If you decide to dial in with phone for audio, make sure your computer speakers are muted (Zoom will prompt for that).

If you are on a home network that has limited bandwidth, we encourage you to avoid other usage – particularly high-volume uses such as streaming – during the time you are presenting or viewing the Summit webinar to avoid overloading your home network.

If you are participating via iPad or Android tablet, go to Zoom Support for instructions and necessary downloads.

If you want to call in (meaning listening without seeing the videos), use the number provided on the invitation. You will be able to hear everything, but not see it.

While we have tested the process as much as time allowed, like any live conference we will still have to make things up as we go along.