

## INSTRUCTIONS FOR SUCCESSFUL WEBINAR PARTICIPATION

### REGISTRATION

1. To attend the Webinar, pre-registration is required. A registration web link is provided at [www.floridasturnpike.com/all-electronictolling/publicmeeting.html](http://www.floridasturnpike.com/all-electronictolling/publicmeeting.html). Please fill in all required fields to register and consider filling in the optional fields and questions for the benefit of data gathering by the Turnpike.
2. You must have access to a computer with an internet connection and an e-mail account in order to pre-register for and to attend the Webinar. If you do not have access to a computer please refer to the instructions under the title "NO COMPUTER ACCESS" below. There is no charge to attend the Webinar. Both PC and Mac computers are able to link to and view the Webinar.
3. Once you have finished pre-registering and clicked on the "Register Now" button, you will automatically receive an email confirming your pre-registration and instructing you how to join the scheduled Webinar. The confirmation email will contain a web link for you to click on to access the Webinar on the scheduled date and time. You can use the convenient feature of adding the scheduled Webinar to your Outlook or Lotus Notes calendar, or schedule the appointment in your own calendar.
4. In addition to the confirmation email, you will receive two reminders of the Webinar: one day before the Webinar and one week before the Webinar starts.

### ATTENDANCE

5. It is recommended that you log into the Webinar at least 15 minutes prior to the Webinar's scheduled time. It may be necessary for your computer to download software or your internet connection may need additional time to access the Webinar.
6. Once logged into the Webinar, you should see a welcome screen that gives some details about the speakers and informs you that the Webinar will start shortly. For the hearing, the Turnpike will be playing a project video to allow participants time to log in.
7. With the log in you will be prompted to choose between audio features. **It is recommended** that you choose the "**VoIP**" button (Voice over Internet Protocol) which allows you to listen to the Webinar through your computer speakers or other listening device. If your computer does not have these capabilities and you are unable to hear the audio of the Webinar, you may call into the phone number provided on the screen or in your confirmation email. NOTE: The phone number provided is a long distance phone number and long distance charges may apply based on your carrier. Once dialed in you will be prompted to enter the numeric access code provided on the webinar menu.
8. To provide comments or public testimony during the Webinar you will have two options:
  - a. For written comments or testimony please utilize the "Question Box" provided on the webinar menu. The Moderator will read your comments/testimony into the record during the webinar. Because this is a public hearing, only public comment or testimony is accepted. No questions will be answered by the speakers during the public hearing.
  - b. For oral comments or testimony please use the "raise your hand" button (a hand icon) in the webinar menu. ***To make oral comments or testimony you will need to connect***

***using the Telephone Audio Mode.*** Under the Audio menu, click the “Use Telephone” button and dial the telephone number, Access Code and Audio PIN number. At this point you will be muted by the webinar software. The Moderator will alert you during the webinar that you will be called on to speak. Please wait until you hear “unmuted” before you start speaking. Please keep your oral comments/testimony to 2 minutes to allow for everyone attending the webinar a chance to provide comments/testimony.

Comments about the information provided during the session are encouraged. Written comments/testimony will be accepted up to 8:00 pm the night of the webinar or can be provided to Ms. Sonyha Rodriguez-Miller, Turnpike Public Information Officer, at [sonyha.rodriquez-miller@dot.state.fl.us](mailto:sonyha.rodriquez-miller@dot.state.fl.us)

#### NO COMPUTER ACCESS

9. If you have no computer or internet access, or no email account, you can attend the Webinar at one of the five access locations provided around the state. These are locations where you can personally attend and view the Webinar by a computer and screen provided at the site.

Site Access Locations:

- Florida’s Turnpike Enterprise Headquarters Auditorium  
Turnpike Mile Post 263, Building 5315, Ocoee, FL 34761
- Florida Department of Transportation, District 1, Human Resources Training Rm  
801 N. Broadway, Bartow, Florida 33831
- Florida Department of Transportation, District 4 Auditorium  
3400 West Commercial Boulevard, Ft. Lauderdale, FL 33309
- Florida Department of Transportation, District 6 Auditorium  
1000 N.W. 111<sup>th</sup> Avenue, Miami, FL 33172
- Florida Department of Transportation, District 7 Executive Conference Room  
11201 North Malcolm McKinley Drive, Tampa, FL 33612

10. If you are not at your computer, but would like to listen to the webinar, you can just call in using the number provided in the Webinar confirmation email and reminder emails. The phone number provided is a long distance phone number and long distance charges may apply based on your carrier.

#### POST WEBINAR

11. If you missed the Webinar for personal or technical reasons, a complete audio and visual recording of the hearing will be posted on the Turnpike Website: [www.floridasturnpike.com/all-electronictolling/publicmeeting.html](http://www.floridasturnpike.com/all-electronictolling/publicmeeting.html), which can be viewed at your convenience.
12. Public hearing comments/testimony for the public record will be accepted after the Webinar until March 5, 2010 (14 day comment period).

13. If you have any additional questions or comments, you may email Ms. Sonyha Rodriguez-Miller, Turnpike Public Information Officer, at [sonyha.rodriguez-miller@dot.state.fl.us](mailto:sonyha.rodriguez-miller@dot.state.fl.us) and she or other Turnpike staff will respond to you in a timely fashion.
14. This Webinar is a public meeting and Turnpike will be required by Florida Statute to retain all email addresses and comments/questions and responses as public record.

Thank you for your participation and Happy Webinaring!