

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-electronic tolling/publicmeeting. 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 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 registering and clicked on the "Register Now" button, you will automatically receive an email confirming your 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 hour 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 need additional time to access the Webinar over your internet connection.
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 workshop, 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 will apply based on your carrier. Once dialed in you will be prompted to enter the numeric access code provided on the Webinar Control Panel. ***There is no need to call the teleconference number if you have computer speakers and you can hear the Webinar through VoIP choice.***
8. To provide comments or ask questions during the Webinar, please utilize the "Question Box" provided on the screen. No participants will be able to "speak" during the Webinar. All communications by the participants are conducted through the question box. Turnpike staff will make every effort to answer your questions or comments during the Webinar. If not possible, staff will respond as soon as possible after the meeting to your email address provided upon registration. Comments about the information provided during the session are encouraged.

Comments will be accepted up to an hour after the presentation portion of the Webinar has ended or can be provided to Ms. Sonyha Rodriguez-Miller, Turnpike Public Information Officer, at 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 4 Auditorium,
3400 West Commercial Boulevard, Ft. Lauderdale, FL 33309
- Florida Department of Transportation, District 7 Executive Conference Room
11201 North Malcolm McKinley Drive, Tampa, FL 33612
- Snapper Creek Service Plaza, Materials Lab Training Room
Mile Post 19, Florida's Turnpike, Miami, Florida 33186
- Florida Department of Transportation, District 1, Mike Rippe Auditorium
801 N. Broadway, Bartow, Florida 33831

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 will 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 workshop will be posted on the Turnpike Website: www.floridasturnpike.com/all-electronic tolling/publicmeeting, which can be viewed at your convenience.
12. Public workshop comments for the public record will be accepted after the Webinar until December 1, 2009 (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.rodriquez-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 Webinarizing!