

Connecting to WebEx as a Registered Speaker

Registered speakers can join the meeting by telephone, smartphone, tablet, or computer. All speakers will address the Committee **by audio only** so no video camera is required to participate.

The meeting will be open to registered speakers 30 minutes prior to the start of the meeting. Once connected to the meeting you will remain muted until it is your time to speak. If there is time before the meeting, staff may conduct a sound check with you to make sure your mic and audio are properly connected. Please join early so that any connection issues can be resolved before the meeting starts.

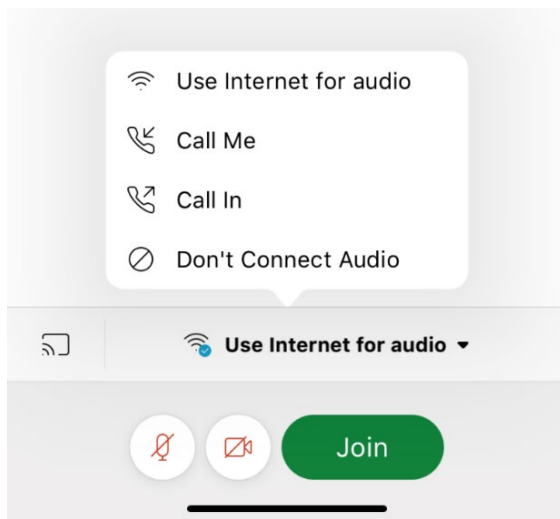
1. To join the meeting **by telephone**:

Please provide us with the telephone number you will be using to connect to the meeting. This will allow us to identify you in the list of attendees when it is your turn to speak.

- Call 416-915-6530
- Enter access code
- Enter event password (if requested)
- You will be muted upon joining the meeting. When it is your turn to speak, we will unmute your microphone.
- You will be able to listen to the meeting on your telephone so you will know when your time to speak is coming.
- When connected by telephone, you will be able to listen to the meeting and speak to the Committee, but you will not see the proceedings.

2. To join the meeting online **using a tablet or smartphone**:

- Download the Cisco Webex Meeting app from the Google Play Store or Apple App Store. Allow WebEx to access your microphone and telephone, if necessary.
- Click "Join Meeting"
- Enter meeting number
- Enter event password (if requested)
- Enter your name and e-mail address (Please use the same name and e-mail address that you used to register. This will allow us to identify you in the list of attendees when it is your turn to speak).
- You may need to accept pop-up windows asking you to grant permission to use your device's microphone.
- Choose how you want to connect your audio.

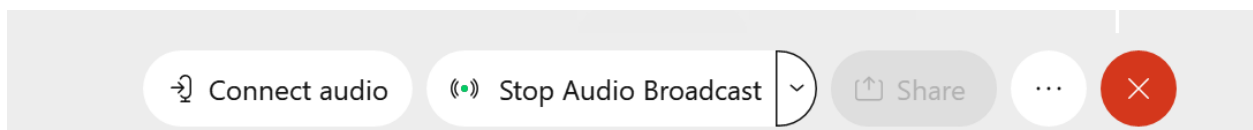


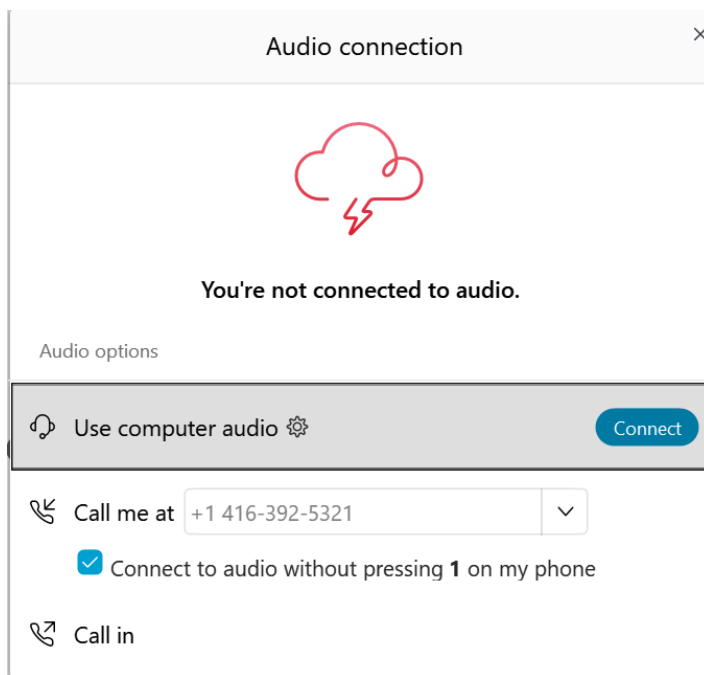
- If you are connecting via Wi-Fi, you can select "Use Internet for audio" and use your built-in microphone and speakers or a headset.
- Otherwise, select "Call me" and enter your area code and telephone number. You will receive a telephone call from WebEx (usually from a telephone number with an American area code). Answer the call.
- You will be muted upon joining the meeting. When it is your turn to speak, we will unmute your microphone.
- When you join the meeting, you will join as an "attendee" and will not have access to turn on your video or audio. You will be able to see and hear the meeting.

3. To join the meeting online using a computer:

Click on the following meeting URL you received by email:

- Enter the following information when prompted:
 - First name
 - Last name
 - E-mail address
 - Event password (if requested)
- Please use the same name and e-mail address that you used to register. This will allow us to identify you in the list of attendees when it is your turn to speak.
- You will be muted upon joining the meeting. Please connect your audio by selecting the "Connect Audio" icon near the bottom of your screen.





- Select an option to connect audio to the meeting.
 - If you are using your computer for audio, you will need a built-in microphone and speakers or a headset to hear the meeting.
 - If you select "Call me at" or "Call in" you will hear the meeting through your phone.
- If you experience audio issues during the meeting connecting to the meeting by computer, join the meeting by phone (See Option 1)