

How to join an ARCA 'GoToMeeting' session.

PLEASE READ THIS ENTIRE DOCUMENT BEFORE JOINING MEETING. GoToMeeting is a web based meeting software package created by Citrix On-Line. It allows multiple users to attend an on-line meeting and to participate without having to travel to the actual meeting site. The following instructions will guide you through attending an ARCA 'GoToMeeting' session.

It is assumed the user is skilled in operating a computer and is familiar with the operating system and any peripherals attached. Please refer to the 'Minimum Equipment Requirements' to insure your system can join a G2M (GoToMeeting).

Minimum Equipment Requirements.

- A computer running Microsoft XP or better or a MAC.
- A connection to broadband with at least 1.5Mbps or better throughput (DSL, Cable, WiFi, etc).
- Monitor with a resolution of VGA or better.
- Computer speakers or headphones.
- A phone that can dial long distance (cell, VoIP, etc). Toll charges may apply.

Optional Equipment.

- A microphone.
- A USB headset.
- Web Camera with at least VGA resolution. (Use determined at Presenters discretion)
- Phone with speakerphone capability.

Note: G2M will **NOT** work with dial-up (56K Modem).

Before the meeting...

Before you join a G2M session, it is essential that all of your equipment is operating properly. Make sure that your computer speakers and microphone both work (if you plan on using this method) and that you have a reliable broadband connection. It is frustrating for the user and disruptive to the entire group trying to resolve equipment issues during the actual meeting. This may also be a good time to check out any optional equipment such as a video camera or a headset. Whether you'll be able to use a webcam will be at the Presenter's discretion.

Please be courteous to the group and find a quiet location when attending. High levels of background noise (Cell phone in vehicle, Kids, Radios, TV's, large rooms with echo) are disruptive and can be heard by the entire group. Use the 'Mute' feature until you are ready to speak.

A G2M session is limited to 16 users. If you have a group that wishes to attend, then perhaps it might be advantageous to meet at a predetermined location and run one session so that all members can participate.

Meeting Etiquette.

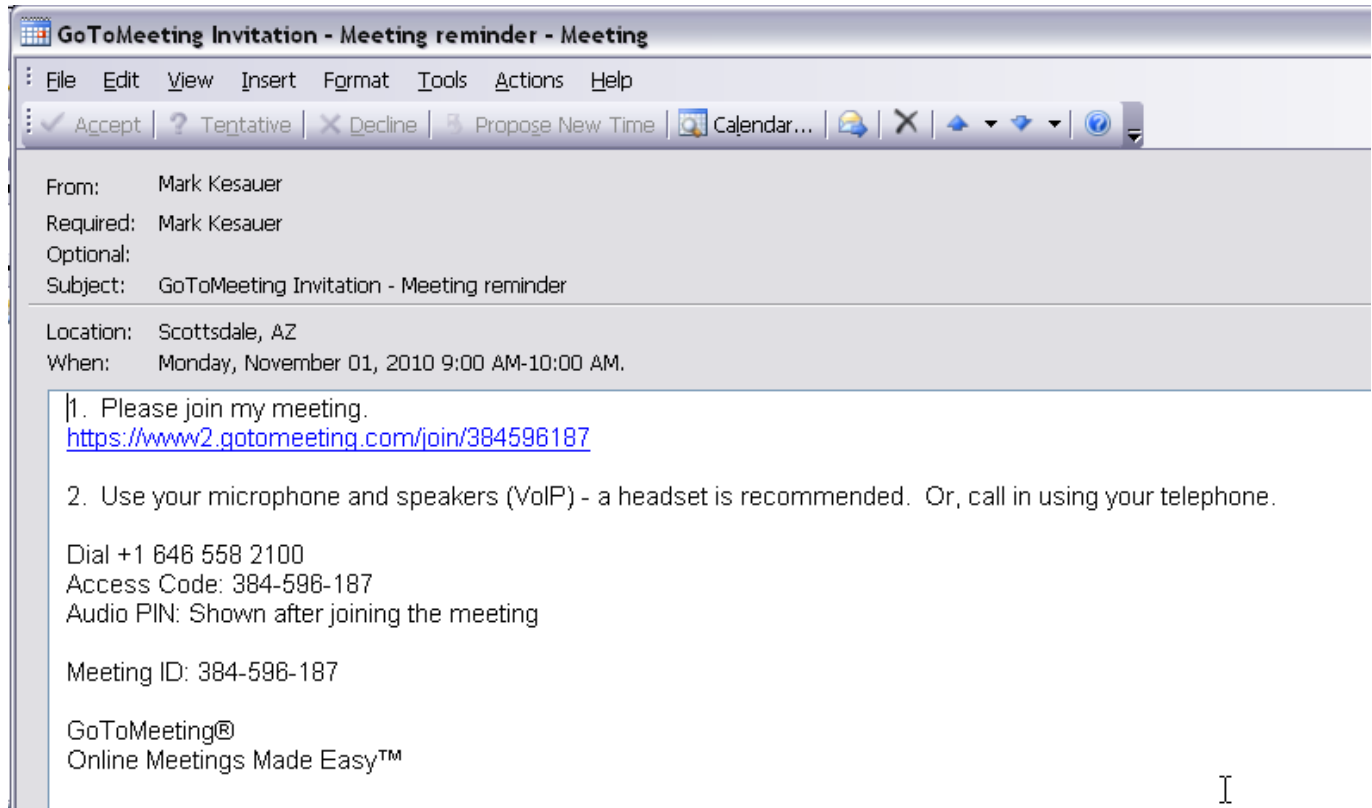
The meeting 'Presenter' controls the meeting - Period! You can and will be removed from the session if you fail to observe proper meeting etiquette. The following are some guidelines for G2M.

- Only one person can talk at time. Consider this similar to participating in a 'NET' whereby net control directs who may speak and at which time. Please wait your turn. You may request a chance to speak by using the 'chat' feature (more on this later).
- Limit the amount of unwanted background noise. Use the 'Mute' control as a 'cough' button.
- Never place your phone on 'hold'. Some devices play music which can be heard by everyone. Anyone that is disruptive (in the Presenter's opinion), will be removed from the session.
- Use your real name/callsign. Anyone purposely hiding their true identity ('Master Blaster' is NOT a valid name) or hacking into a session for the purpose of causing problems will be removed.
- This is no place for personal attacks, objectionable, profane or unnecessary displays of material or recordings.

Meeting announcements.

To receive a meeting announcement, you must first be on the list so that the organizer knows of your interest in attending. Affiliated club presidents and club delegates/alternates will receive notices of impending meetings. You may ask him/her to forward these notices to you, or check the ARCA web site for meeting information and notify ARCA for instructions.

G2M works with most popular email packages. When a meeting is announced, you will receive an email notice such as the example given below –



Joining a meeting.

A few minutes before the meeting is scheduled to start, open up the email meeting notice and simply click on the (blue) link provided (Or, paste or type in the link into your browser). It may be handy to print this notice prior to joining the meeting so you'll have a reference to the meeting ID number and the phone number in case you lose the connection.

(Note: Sometimes, a meeting may use a different conference phone number than the one provided automatically by G2M. You will be notified in the email of the alternative phone number.)

Once you click on the link, G2M will load and a 'Session' dialog box will appear. (Screens may appear different than those shown here).

You may also 'join' a scheduled meeting by going to the 'GoToMeeting' website (<http://www.gotomeeting.com/fec/>) and select the 'Join Meeting' button on the top tool bar.

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Enter or paste the meeting ID number into the box and select OK .

GoToMeeting® Online Meetings Made Easy™

Join the Meeting

To connect to an online meeting, enter the meeting ID provided by the meeting organizer.

ID [Continue](#)

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You may get another style of box as below.

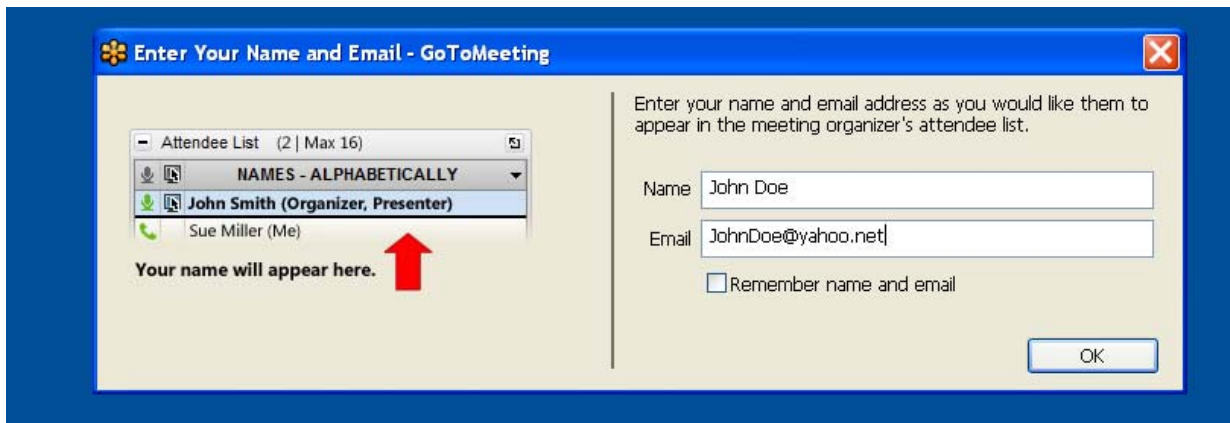
Join a session - GoToMeeting X

Please enter the meeting, Webinar or training ID.

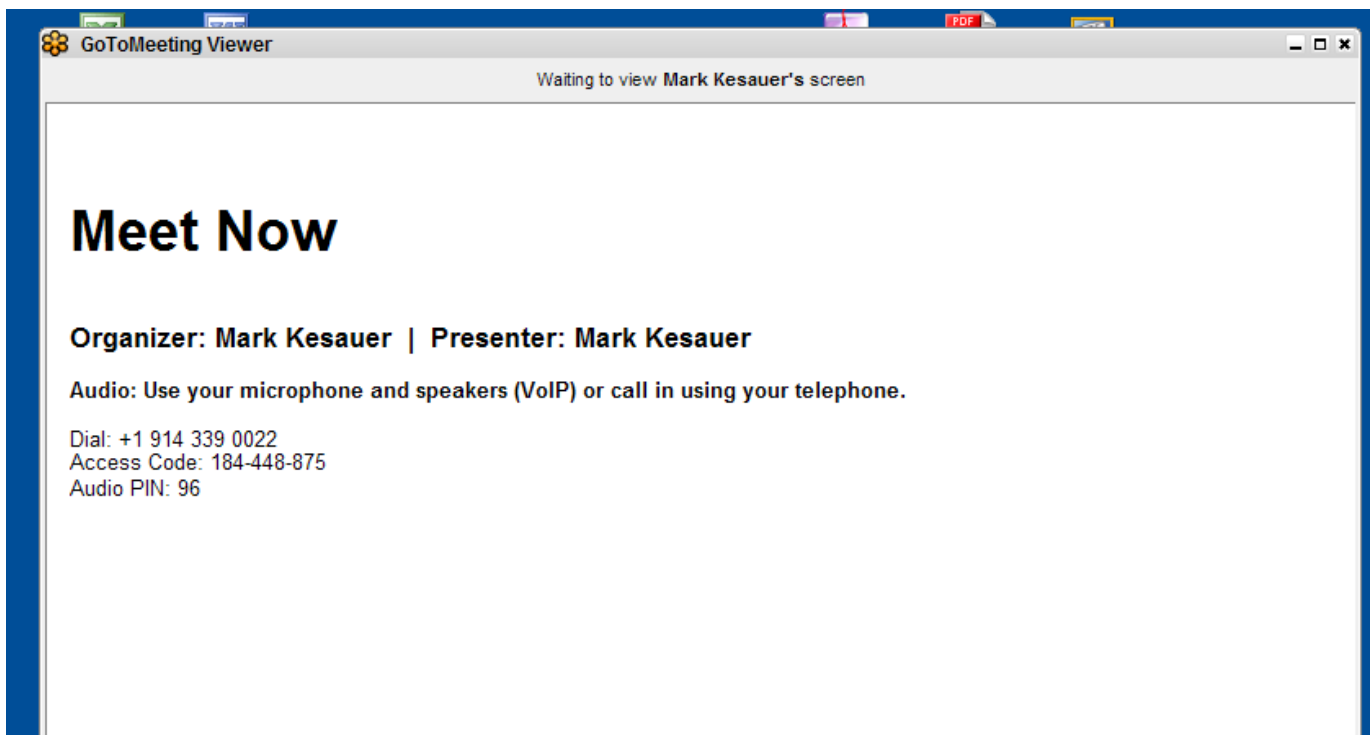
ID

[OK](#) [Cancel](#)

Once you have entered the meeting ID, you will get another dialog box which will ask you for your name and email address. This will appear on the meeting session list to inform other attendees that you have joined the session.



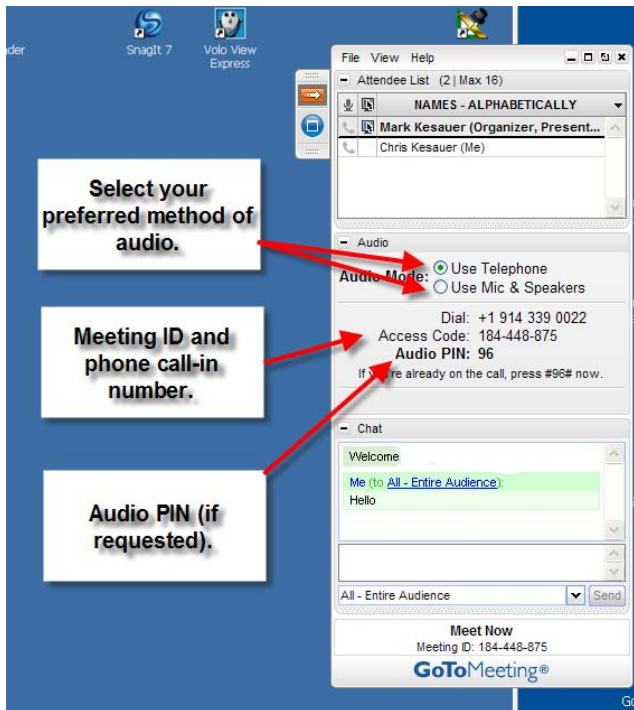
If the session has not already started, you will get something similar to the screen below, otherwise you should see the 'Presenter's' live computer screen.



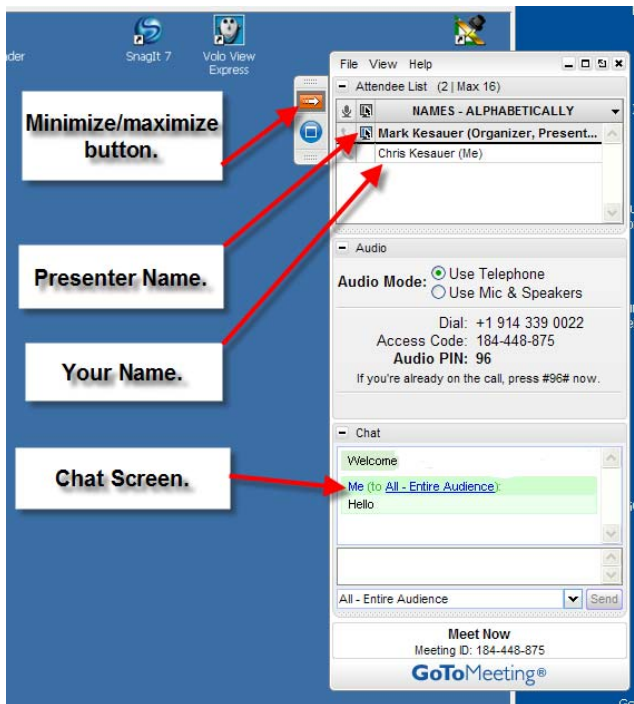
[Your Control Panel Box.](#)

With each session, you will get a 'Control Panel' which allows you to adjust your meeting personal settings.

1. Select your preferred method of audio – by telephone or integrated audio (Speakers/Mic, USB Headset).
2. The Meeting ID and call-in phone number are displayed.
3. You may be required to enter the meeting Audio PIN when using a telephone. You will be prompted with audio instructions to enter the PIN followed by a '#' (pound) key.
4. Both forms of audio are simulcast. In other words, you may use a telephone while also using the integrated audio from G2M. However, if a 3rd party conference number is used, simulcast is not available.
5. When using the integrated audio, you can set audio preferences by selecting the 'Audio Adjust' button (not shown).

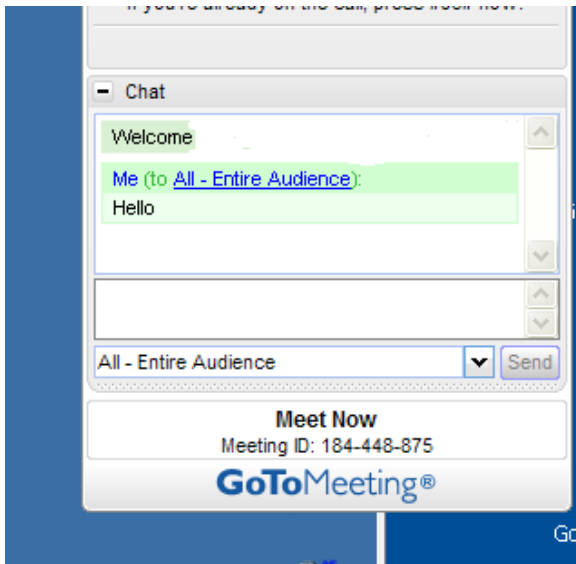


Note: The small orange arrow at the top left allows you 'hide' or 'un-hide' (minimize/maximize) the control panel (see below) for easier viewing of the whole screen.



At the top of the control panel you will note the name of the presenter and anyone else attending the meeting. You will show up as '(Me)' on the list.

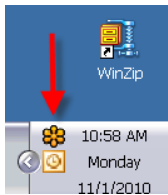
The 'Chat' screen allows you to send short text messages to either the entire group or to just selected people. Note the box that says 'All - Entire Audience' - Here is where you can select to whom you wish the message to be sent. Use this utility to request to the 'Presenter' to speak. Type in your message, select who will receive the message and then select 'send'. Your message will appear in the viewer pane.



Additional Notes.

Depending upon the meeting infrastructure, there may be live video, document presentations or pictures. The quality of these will be determined by the connection speed of both the meeting site and your computer. It has been our experience that most live video presentations will be somewhat jerky, but useable. Do not expect 7.1 surround sound with 1080p HD video. This is a meeting – not Avatar!

G2M does load a small amount of software on your computer. This is fairly benign and in our experience, doesn't seem to cause problems with your computer. You may see the G2M 'splotch' pop up in your task-bar or on your work surface.



If you are concerned, simply remove it from your system.

As with anything 'technical', we may experience difficulties that could prevent the meeting from taking place at the assigned time. Such as our meeting location - which may affect our ability to access a reliable internet connection.

The Presenter may allow you to 'take control' of the meeting system or allow you to show your screen for point clarification. Use with discretion and common sense.

When the meeting has concluded, the presenter will end the session and you will receive this pop-up. You may get the unavoidable Marketing Pitch from Citrix, offering you a free, 30-day trial. We have no control over this.

