

The Transit Advisory Committee for Safety (TRACS) July 2020 Virtual Conference: Adobe Connect Logistics and Protocol Guide

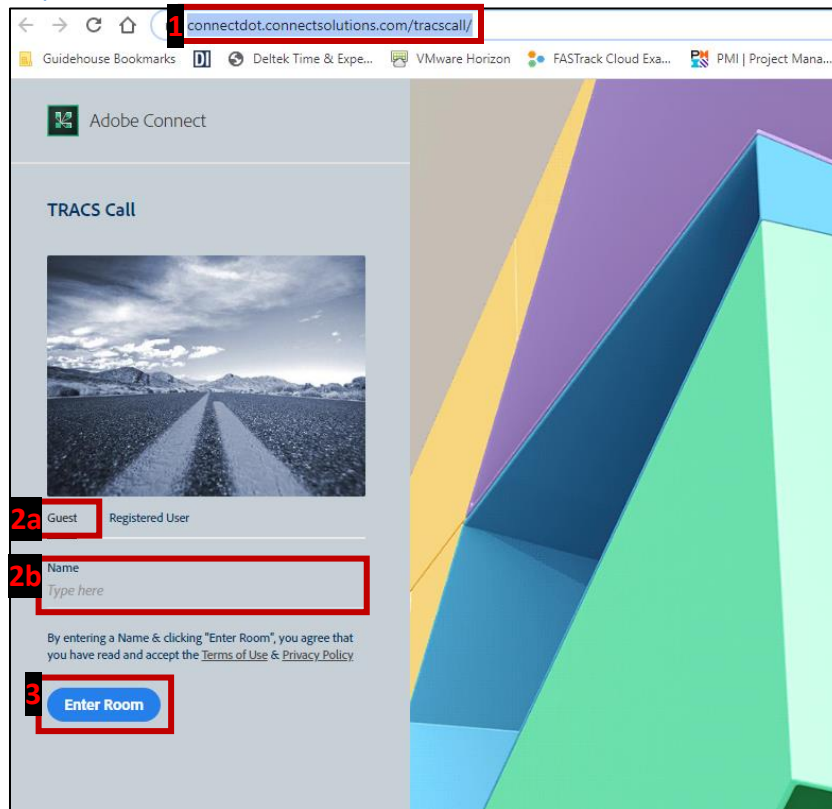
Adobe Connect Logistics: Joining the Virtual Conference

To gain access to the TRACS Virtual Conference you will need to sign in through Adobe Connect. Once in Adobe Connect, you will be prompted to connect your phone for audio. The two sections below include step-by-step instructions on joining the TRACS Virtual Conference.

Adobe Connect Sign In:

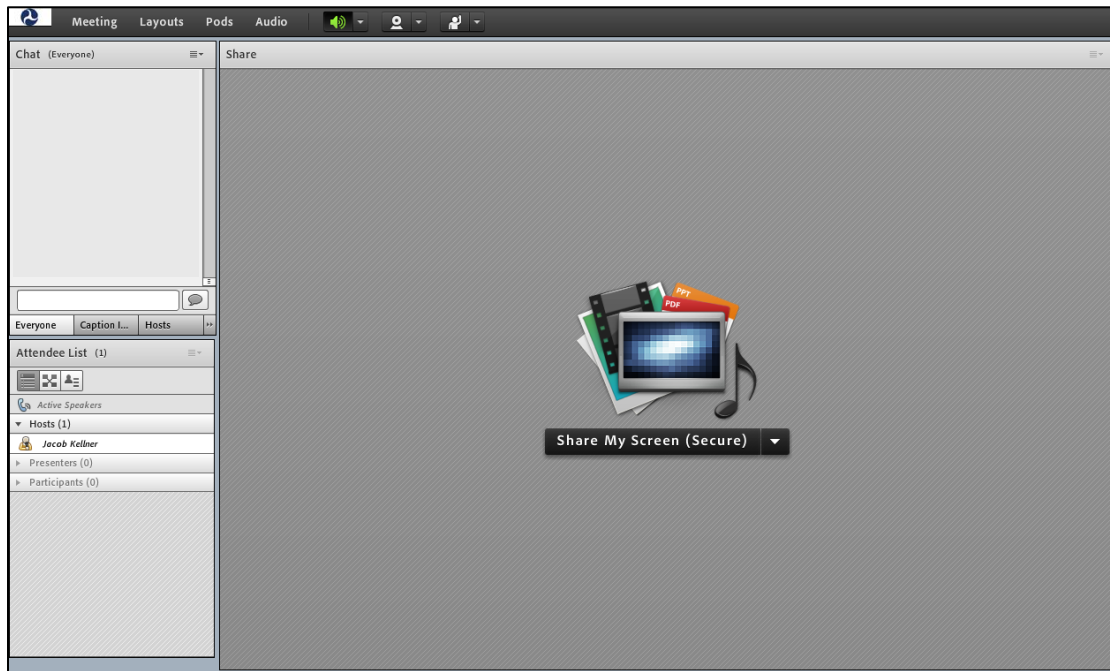
1. Enter the following web address or click the link here:

<https://connectdot.connectsolutions.com/tracscall/>



2. Enter the Adobe Connect meeting by completing the following:
 - a. Sign in as a "Guest," not a "Registered User."
 - b. Enter your full name into the "Name" field. This will allow FTA facilitators and contract support to know who has joined the TRACS Virtual Conference.

3. Click “Enter Room.” Once you enter the room, you will be connected to the TRACS Virtual Conference (see screenshot below).



Connecting Your Phone for Audio

1. Once the TRACS Virtual Conference audio is started by FTA facilitators and contract support, you will be prompted with the box shown below:

Join Audio Conference

How would you like to join the meeting's audio conference?

☒ Dial-out [Receive a call from the meeting]

☐ Dial-in to the Audio Conference via Phone

☐ Using Microphone (Computer/Device)

+1

(+ Country code - area/city code - number E.g. +1-415-555-0123)

Join Listen Only

2. The recommended option is to select “Dial-out [Receive a call from the meeting].” This will allow Adobe Connect to call your phone for the TRACS Virtual Conference audio connection.

- a. When adding your phone number, you must include the “Country Code” (+1 in the U.S.), as well as your area code and phone number, or you will not be able to dial in successfully.

- b. Once you insert your phone number, select “Join.” You will receive a call from a “719” area code; this is the meeting calling you. Please answer the call and follow the instructions provided to you over the phone.
3. If you choose the “Dial-in” option (not recommended), please select “Dial-in to the Audio Conference via Phone,” and use the following information:
 - i. Dial-in Number: 1-719-325-2013
 - ii. Participant Code: 522917
4. Do not select “Using Microphone (Computer/Device)” as this audio option does not function as well.

Adobe Connect Logistics: Voting

During the TRACS Virtual Conference, we will be conducting voting on the TRACS recommendations to be included in the final reports through Adobe Connect. For each vote, you will be prompted with the box shown below and will select either “Yes, I support the recommendation” or “No, I do not support the recommendation.”

Voting Rules

1. Only official TRACS Members have voting rights.
2. TRACS Public Members and TRACS Public Participants do not have voting rights, and therefore cannot vote.
3. A recommendation will be approved with a simple majority of votes from TRACS Members.
4. Voting will be anonymous to attendees; however, FTA and contract support will view the votes in a hidden view to confirm that only TRACS Members have voted.

Virtual Conference Protocol

The following meeting protocol describes etiquette guidelines, which will help ensure that the TRACS Virtual Conference runs smoothly with minimal technical difficulties and open group conversation.



Introduce Everyone

FTA and contract support will support introductions for TRACS Members and TRACS Public Participants.

Come Prepared

During the TRACS Virtual Conference we will discuss and vote on the final TRACS recommendations, so it is important to come prepared by completing the following:

1. Read the agenda beforehand.
2. Familiarize yourself with the recommendations and, if possible, read the draft recommendations in advance.
3. Be prepared to present, lead a discussion, and answer questions on the recommendations for which you led the development.

Manage Audio

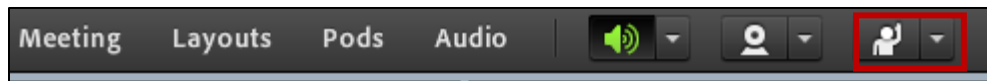
If you are not speaking, please remain on mute to avoid interruption and background noises.

Manage Webcams

Do not share your webcam; too many active webcams will overload the bandwidth of the TRACS Virtual Conference, which may lead to technical glitches.

Raise Your Hand

To avoid interrupting others, if you would like to speak, please use the “Raise Hand” feature in Adobe Connect (see screenshot below). Contract support and FTA facilitators will be monitoring hand-raising to identify speakers.



Announce Yourself

When you start talking, please identify yourself so your contributions to the conversation are noted and to help the attendees track speakers.

Contract support will also help announce speakers by calling on individuals using the “Raise Hand” feature in Adobe Connect.

Avoid Multi-Tasking

To stay engaged in the conversation, please try to avoid multi-tasking as much as possible by closing non-essential windows and programs. If appropriate, you can also choose to turn off push notifications on your phone to help avoid distractions.