

Resilient Coastal Wetlands and Communities: Multi-Regional Workshop – Tips for Participating

The presentations and information offered in this workshop are the views and experiences of the organizations presenting. Views and opinions expressed are the speakers' own and do not reflect those of the U.S. Environmental Protection Agency (EPA). Mention of any commercial enterprise, approach, product, or publication does not indicate an EPA endorsement.

1. Joining the Workshop

1.1 Open Microsoft Teams

Open Microsoft Teams using the web app or [download the desktop version](#) (the download is free, does not require any special approvals, and provides best functionality).

1.2 Enter your name and choose your audio and video settings

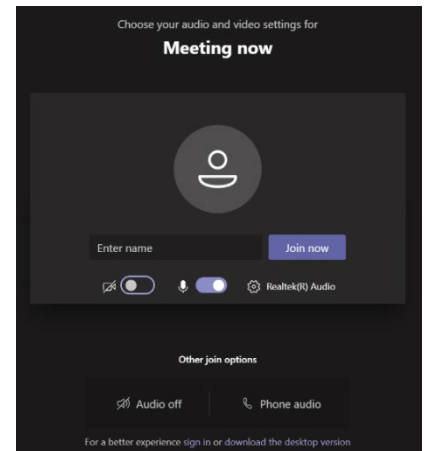
Once you've launched the meeting, enter your name, and select your audio and video settings. Then, select **Join now**.

1.3 Enter the meeting lobby

You will enter the meeting lobby until an organizer lets you in. Upon entry, your microphone will be muted by an organizer.

1.4 Audio and video settings

Use the buttons on your screen to mute/unmute your microphone and turn on/off your video.



2. Feedback and Discussions During the Workshop

This workshop will be using a combination of www.menti.com and the Teams chat feature to gather your feedback and observations during the workshop.



2.1 Go to www.menti.com

Go to menti.com, enter the code #, and answer each poll/question as it comes up in the workshop presentation (the code will also be posted in the Teams chat during the workshop). Please plan to use one of the following methods to access menti.com and submit feedback throughout the 2-day workshop:

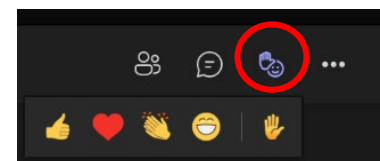
- Second computer screen.
- Toggle between two windows or tabs on your desktop or laptop.
- Hand-held device such as a mobile phone or tablet.

2.2 Use the Chat Feature in Microsoft Teams

Post your questions or responses to the speakers in the chat box. If you have technical questions or issues with Teams, use the chat to send a message to organizers, or email ResilienceWkshp@tetrattech.com.

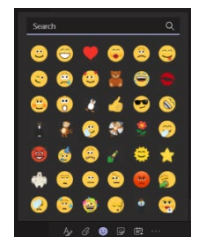
3. Using Reactions and Raised Hands

- Show support for the speakers or convey other reactions using the emoji options. Additional reaction options are available in the chat window.
- If the session opens to oral questions, click on the hand/smiley face at the top that opens the emojis. Select the Raised Hand icon, and a facilitator will call on you. Unmute your microphone to ask your question.



4. Workshop Ground Rules

- Please remember that this is a professional workshop. Please be mindful of what you write in the chat box and through menti.com and what you say during the meeting. All of the sessions will be recorded and posted for viewing.
- Please remain on mute if you are not speaking. Workshop organizers will mute or remove attendees who cause disruption.



5. Troubleshooting

- Exiting and reentering the Teams workshop will solve most issues.
- Listen to audio only by calling 1-757-578-1812 conference ID:73406554#. The workshop will be recorded, so you will have access to all presentations after the workshop.
- Send a message to ResilienceWkshp@tetrattech.com.