**WGCapD-10: Guidance on Meeting Platforms**

1. **Meeting ground rules**
* Please mute your microphone when not speaking.
* For Q+A sessions, please use the hand-raising function (see image below) or write your question in the chat.
* Please be brief in your interventions.
1. **GoToMeeting is the main meeting platform.**

[**https://www.gotomeet.me/WGCapD/ceos-wgcapd-10-annual-meeting**](https://www.gotomeet.me/WGCapD/ceos-wgcapd-10-annual-meeting)

* You may join via the desktop app or the browser, which uses a Chrome extension. The desktop app gives you more functions.
* Recommended use of cameras:
	+ Keep camera **ON** during the opening and introduction sessions and during discussions
	+ Turn cameras **OFF** during the Session 2 and 3 panels. Choose “active camera view” to display the panelists (See Image below). That will give us a true “panel” look.





1. **We are using Wonder.me for socializing during the breaks.**

<https://www.wonder.me/r?id=a463bc20-edef-4263-9cb5-4ef6ec929410>

* When you open the app, Wonder will ask to take your photo. Please say yes. This photo becomes your avatar and a vehicle for moving from room to room.
* *Note that Wonder turns your video and sound on automatically*. If you leave the GoToMeeting window open, please mute the microphone and cut off the camera so those functions work in Wonder.
* Click on your avatar and drag it to the room you want to visit. As soon as you enter a box, you will be put automatically into a room.
* You can connect with another person outside a room by intersecting with their avatar.
* Wonder has several useful functions:
	+ Private and group chat
	+ Search for participants
	+ Invite participants to a room
1. **We are using Padlet for collaborating during discussion sessions.**
* Links for the padlets are included in the agenda. They will also be sent out via the chat during the meeting.
* If you click on the link, you will open the padlet and be able to contribute.
* You are not required to sign in, but creating an account in advance will mean that your name is associated with your comments. Otherwise, the comments are attributed to “Anonymous”.
* The page is divided into columns. Each column represents a discussion topic.
* To add a comment, click on the arrow at the bottom of the corresponding column.
* You can add a comment to any column at any time – you do not have to wait for the discussion.
* You can add a title and a comment. Click anywhere else on the screen to post the comment.
* If you like someone else’s comment, you can hit the heart button.
* Once the comment is posted, you can click on the dots on the top right corner to edit, delete and change the color of the note.



**Tech problems during the meeting? Send an email to Yasha at yakov.m.moz@nasa.gov.**