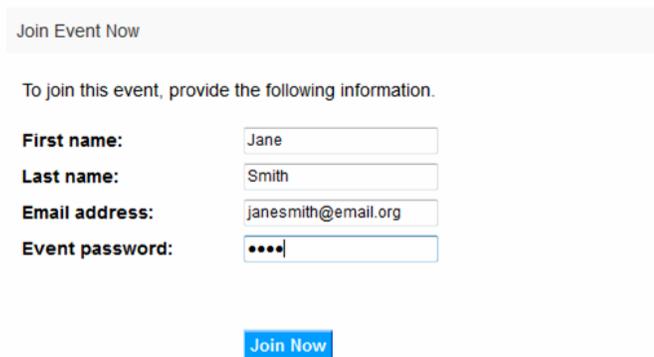


ONLINE BROADCAST INSTRUCTIONS

STEP 1: Follow this link to connect to the meeting: ohioartscouncil.webex.com

Event Password: **arts** (password is case-sensitive)

STEP 2: Select the meeting you wish to attend and click Join. Next, enter your name, email address and the event password (**arts**). The name you enter will be displayed to OAC staff and other listeners; panelists will not view the attendee list. Then click **Join Now**. You can join the meeting at any time once it has started.



Join Event Now

To join this event, provide the following information.

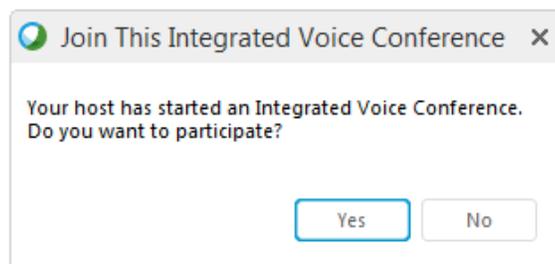
First name:

Last name:

Email address:

Event password:

STEP 3: In a few moments you will be asked to join the Integrated Voice Conference; click Yes to do so. You will begin viewing information about the current status of the panel meeting, and will begin receiving the audio broadcast immediately.



Join This Integrated Voice Conference ×

Your host has started an Integrated Voice Conference.
Do you want to participate?

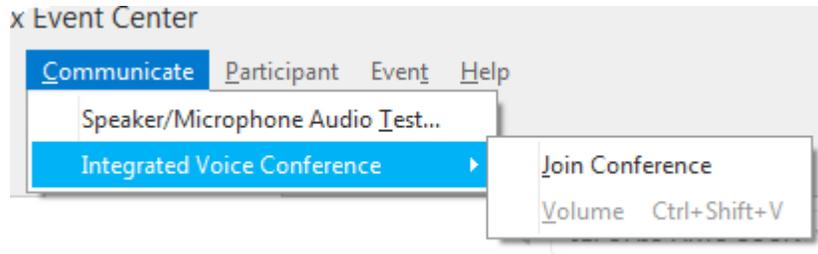
A volume control box may appear, allowing you to adjust audio levels. After making adjustments, you may close this box. To get it back, select Volume from the Communicate/Integrated Voice Conference menu.

STEP 4: You're all set! When the broadcast is over simply close your browser. If you experience any difficulties, please consult the FAQ below for assistance.

FREQUENTLY ASKED QUESTIONS

1. I have been disconnected from the broadcast. How do I rejoin?

A: If you are disconnected from the event entirely, just follow the instructions above to rejoin. Or, if you have remained in the online event but have become disconnected from the broadcast, you can rejoin it by selecting “Integrated Voice Conference” from the Communicate menu bar.



2. I am connected to the broadcast but no sound is coming through my speakers.

A: First, be sure you are logged into the proper meeting by double-checking the link provided. If you’re sure you’re in the right place, make sure your broadcast is being received. If it is, you’ll see the word “Connected” at the bottom of your screen. If you do not, join the conference by selecting “Integrated Voice Conference” from the Communicate menu bar, then choose “Join Conference.”

If you see the word “Connected” at the bottom of your screen but do not hear any sound, the problem is with your computer’s audio setup or speakers. Make sure you don’t have your sound muted and that your speakers are on and turned up. OAC staff will be monitoring the event to ensure sound is being transmitted properly and at an appropriate volume level.

3. How can I ask questions during the meeting, or correct inaccurate information?

A: Attendees listening to the broadcast are not able to speak with OAC staff or panelists during the panel review. A text chat window is available allowing listeners to address technical questions to OAC staff monitoring the meeting, as well as participate in the policy discussion at the end of the meeting. Your program coordinator can address other questions following the meeting.

4. How can I see who else is listening to the broadcast?

A: The current participant list is toggled on and off using the Participants bar in the upper right hand corner of the event window. The OAC staff member hosting the meeting is listed as the Host; online and teleconference listeners are listed as Attendees. Panelists participating on the panel review will not be identified by name as "Panelists" on the screen.

5. How are the results of my post-event survey used?

A: When you leave the event, a survey will appear asking for your feedback about the experience. Results are used only by WebEx, the online service being used by the OAC to provide the broadcast. For feedback specific to the OAC's meeting itself, panel procedures or other policy matters, please direct comments to an OAC staff member.

6. I am experiencing other technical difficulties and cannot access the broadcast.

A: During the meeting, you may contact the OAC for assistance at 614-466-2613. In the event that we cannot resolve your issue, you can also contact the WebEx Customer Care hotline at 1-866-863-3910. You can also try joining a test meeting at www.webex.com/test-meeting.html.

7. Is the panel meeting still open to the public?

A: Yes. Meetings for which an audio broadcast is being provided are still open to the general public.

8. I am being asked to download and/or install software prior to joining the broadcast.

A: Some users may be asked to manually download software to update their web browsers in order to access the broadcast. In most cases, a download link will be automatically provided by WebEx for your browser which will auto-install and guide you through the setup process, which may take several minutes. After installation your system will allow you to proceed in accessing the broadcast. Some less common browsers may be incompatible with the broadcast, in which case a different browser must be used.

9. Can I participate in an event from my mobile device?

A: Yes – visit www.webex.com/support/getting-started.html#WM-q4 to download free apps for iPhone, iPad, Android, Blackberry, and Windows Phone devices.