CEOS GoToMeeting (GTM) User Guide
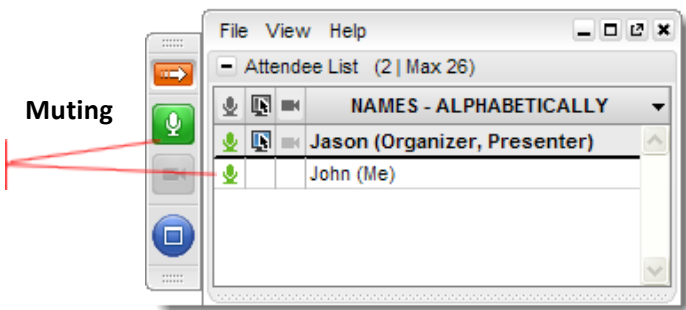
In advance of the meeting:
GTM requires a brief software download. Please click the meeting link to ensure download success in advance of the actual meeting. Connecting via your computer, microphone, and speakers is free of charge. For telephone users, local telephone numbers are not available for all locations. If there is no local number provided for your location, long distance charges may apply. Call GTM Global Customer Support for assistance: 800-263-6317.

1. **Join a GTM via your Computer**
   - Click the link provided in the invitation and allow the brief download (do this in advance).
   - When the GTM Control Panel appears on your screen, the download is complete, and you have joined.

2. **Use Your Computer Mic & Speakers for GTM Audio & Sound**
   - Select Mic & Speakers in the Audio Section of the Control Panel.
   - Make sure your computer microphone and speakers are on.
   - Using a USB headset will enhance sound quality.
   - Click your green microphone button to mute/unmute.
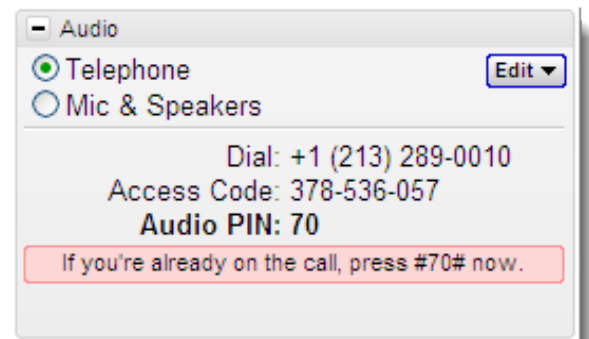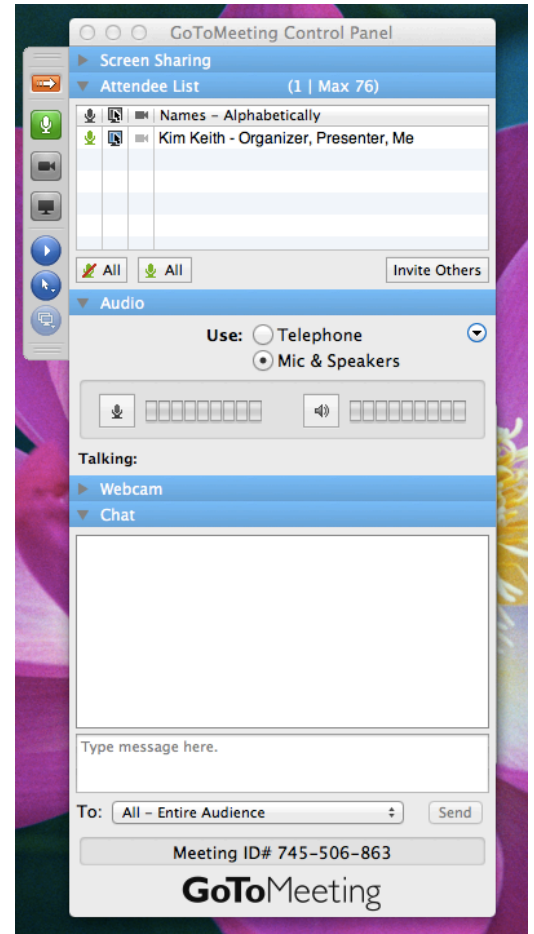   - Always mute your line after you finish speaking.

Muting

Or Use Your Telephone for GTM Audio & Sound
   - Select Telephone in the Audio Section of the GTM Control Panel.
   - Dial the telephone number provided or shown on screen. If there is no local number provided for your region, long distance charges may apply.
   - Enter the Access Code (Meeting ID) when prompted.
   - Enter the Audio PIN when prompted (required).
   - Dial *6 to Mute your phone line. You may dial *6 again to unmute your phone line.

3. **Tips & Etiquette**
   - Mute your line when you are not speaking.
   - If you experience audio problems via telephone, click the "Problem dialing in?" link on the Control Panel.
   - Check the "Chat" box for messages.
   - Call GTM Global Customer Support for assistance: 800-263-6317

Go-To-Meeting details for the SIT Workshop

CEOS SIT – Disaster Side Meetings
Sep 10, 2013 at 11:00 AM EDT (8:00 AM PDT)
https://www4.gotomeeting.com/join/207872263

Australia: +61 2 9091 7606
Canada: +1 (647) 497-9372
Switzerland: +41 (0) 225 3311 20
Germany: +49 (0) 811 8899 6928
France: +33 (0) 170 950 586
Italy: +39 0 693 38 75 53
United States: +1 (213) 493-0618
Access Code: 207-872-263

CEOS SIT – CTF and GEOGLAM Side Meetings
CTF: Sep 10, 2013 at 12:00 PM EDT (9:00 AM PDT)
GEOGLAM: Sep 10, 2013 at 2:15 PM EDT (11:15 AM PDT)
https://www4.gotomeeting.com/join/535234831

Australia: +61 2 8355 1036
Canada: +1 (647) 497-9372
Germany: +49 (0) 811 8899 6928
United Kingdom: +44 20 7151 1801
Italy: +39 0 693 38 75 53
Norway: +47 21 04 29 76
United States: +1 (213) 493-0618
Access Code: 535-234-831

CEOS SIT – CSSII Side Meetings
Sep 10, 2013 at 4:30 PM EDT (1:30 PM PDT)
https://www4.gotomeeting.com/join/127427207

Australia: +61 2 8355 1031
Canada: +1 (647) 497-9371
Switzerland: +41 (0) 435 0167 65
Germany: +49 (0) 811 8899 6925
France: +33 (0) 182 880 462
Italy: +39 0 693 38 75 50
United States: +1 (213) 493-0619
Access Code: 127-427-207

SIT Workshop – September 11-12, 2013
https://www4.gotomeeting.com/join/605986183

Australia: +61 2 9087 3605
Canada: +1 (647) 497-9351
Switzerland: +41 (0) 435 0167 09
Germany: +49 (0) 811 8899 6902
France: +33 (0) 182 880 459
United Kingdom: +44 20 3535 0610
Italy: +39 0 699 36 98 81
United States: +1 (619) 550-0006
Access Code: 605-986-183