

Webinar FAQs
4th Meeting of the Dietary Guidelines Advisory Committee
November 4-5, 2009

1. Why is this meeting of the Dietary Guidelines Advisory Committee (DGAC) being held as a Webinar instead of an in-person meeting?

The work of the DGAC is far-reaching and the 2010 Dietary Guidelines will impact people and programs across the nation. It is important that the deliberations of the DGAC be transparent to the public. This transparency allows interested parties to follow the evaluation of the science supporting the 2010 Dietary Guidelines.

For past DGAC meetings, only a limited number of people have been able to observe the deliberations of the Committee, because traveling to Washington, DC in person for the meetings was required. The Webinar format allows many more people from across the nation to access the meeting without incurring costs. In addition, the Webinar is recorded and archived for later viewing; allowing for even greater reach to the public, as well as continued access to meeting proceedings.

2. What is a Webinar?

A Webinar is a way to hold a meeting via the internet where the DGAC members share documents and presentations and have meeting discussions. As an observer of the DGAC Webinar, you will log on from your computer to hear the proceedings and view the presentations as they are given.

3. What will I see during the Webinar? Will I be able to see the Dietary Guidelines Advisory Committee members?

During the Webinar you will see the PowerPoint slides as they are presented. You will hear the Committee, but they will not be visible to you. The Committee members will be asked to announce themselves when they speak to aid the public in following the deliberations.

4. Is there a cost to the viewer associated with the Webinar?

No, there is no cost for viewing the Webinar.

5. Do I have to sign up to view the Webinar? If so, how do I do that?

Yes, you must register to view the live Webinar. Information on registering can be found at: www.dietaryguidelines.gov. On or after November 13, 2009 an archived recording of the two-day event will be available at www.dietaryguidelines.gov.

6. Is the registration limited to a certain number of people?

Yes, there are limitations on the number of individuals who can register to view the live Webinar; sign up early to reserve your spot.

7. How will I know if my registration was successful?

After registering, you will receive a confirmation email for each day (separately) that you are registered to view. This e-mail will have essential information on preparing your computer for the Webinar; contacts for technical assistance; details on how to log in to the Webinar on the days of the meeting; and helpful tips for a successful experience. In particular, you will need to “set-up” your computer with WebEx “Event Manager.” Directions are provided in the confirmation e-mail along with this link for setting up “Event Manager”:

<https://2010dgac.webex.com/2010dgac/ecsetup.php?frommail=1>

8. Are there special computer needs for my connection to the Webinar?

Yes, there is a quick “set-up” of WebEx “Event Manager” required. Directions are provided in the confirmation e-mail along with this link for setting up “Event Manager”:

<https://2010dgac.webex.com/2010dgac/ecsetup.php?frommail=1>.

If you do not “set-up” your computer in advance of the meeting as recommended, you will be prompted to do so when joining the event. You should allow extra time prior to the start of the event for trouble-shooting. For technical assistance in preparing for or joining the Webinar, please contact WebEx technical support at 1-866-229-3239 (US and Canada Toll-Free) or +1-408-435-7088 (International Toll). Please also see the “Important Tips” to support your Webinar experience.

9. How do I connect to the Webinar?

On the day(s) of the meeting, follow the directions sent to you in your confirmation e-mail(s). This will include:

1. Click on the link “to join the online event.”
2. Enter your name, e-mail address, and the event password that was sent to you in your confirmation e-mail(s).
3. Click the “Join Now” button, and you should be brought into the group event.

(There is no call-in telephone number. You will see the slide presentations and hear the discussions through your computer.)

Important Tips:

- To view this event, your computer must meet minimum technical requirements. Please follow the directions in your confirmation e-mail on “Preparing your computer for the meeting.”
- Please see the *Computer and Audio Tips* sheet provided at www.dietaryguidelines.gov under meeting 4 for more information on troubleshooting computer issues.
- **For technical assistance in preparing for or joining the event, contact WebEx technical support at 1-866-229-3239 (US and Canada Toll-Free) or +1-408-435-7088 (International Toll).**

10. Will I be able to ask questions during the Webinar?

No, just like previous Dietary Guidelines Advisory Committee meetings, you will not be able to ask questions. These meetings are working meetings of the Committee, and they are open to the public for observation only. However, if you have comments that you would like to submit to the Committee, they can be submitted electronically at any time at www.dietaryguidelines.gov.

11. Who do I call to help me if I can't log into the Webinar?

For technical assistance in preparing for or joining the Webinar, please contact WebEx technical support at 1-866-229-3239 (US and Canada Toll-Free) or +1-408-435-7088 (International Toll). If you experience unforeseen issues with viewing the meeting live, an archived recording of the meeting will be available on or after November 13, 2009 at www.dietaryguidelines.gov. As with past meetings, the meeting transcript and minutes/summary will be posted at www.dietaryguidelines.gov when available.

12. Can a group of my co-workers and I view the Webinar together?

Yes, in fact, due to a limited number of registrations available, we encourage you to gather a group of interested individuals to view the proceedings. In this case, only one person needs to register, who will then log in online the day(s) of the meeting on a computer that can be viewed by your group.

13. What time does the Webinar start and end?

On Wednesday, November 4th, the Webinar will run from approximately 1:00 pm to 5:00 pm EST. On Thursday, November 5th the Webinar will run from approximately 8:00 am to 4:30 pm EST.

14. Will the agenda for the meeting be available?

Yes, the agenda will be available to registrants prior to the meeting. You will receive notification via e-mail. You can also retrieve meeting information from www.dietaryguidelines.gov.

15. Can I obtain handouts of the DGAC's presentation slides in advance of the Webinar?

As with previous meetings of the Dietary Guidelines Advisory Committee, Committee member presentations are describing work as it is progressing. For this reason, copies of the presentations will not be available to the general public in advance of the meeting.

16. What if I need special accommodations to view the presentations or listen to the deliberations?

In accordance with the Americans with Disabilities Act, USDA can assist with special accommodations. Please contact Crystal Tyler at (202) 314-4701 or crystal_tyler@grad.usda.gov no later than 5:00 pm EST on October 29, 2009 to initiate a request for special accommodations.

17. WebEx Questionnaire

A questionnaire is generated when you log off from the meeting each day. WebEx encourages your participation in completing these surveys to obtain your feedback regarding your WebEx experience.