The following document has been developed by Strategic Earth Consulting to support our partners in successfully participating in UberConference calls, including screen sharing. This document is a living document and will be updated as learning continues to improve user experience with this conference call platform.

Please contact <u>hello@strategicearth.com</u> with any questions.

Step 1: Go to www.uberconference.com/strategicearth

| Your Name (Required) This will be shown to conference participants. | | | | | |
|--|------------------------|-------------|--|--|--|
| | | | | | |
| Emoil address This will be used to send you a call summary. | | | | | |
| | | | | | |
| Phone number Calling in by phone? Enter | your number so we know | r it's you. | | | |

Step 2: Enter your contact information (your name is the only field that is required)

| our Name (Required) | Login |
|--|---------|
| his will be shown to conference participants. | |
| Kelly | |
| imail address his will be used to send you a call summary. | |
| | |
| Not required Phone number | *e vou |
| Not required Phone number alling in by phone? Enter your number so we know i Not required | 's you. |
| Not required Phone number alling in by phone? Enter your number so we know i Not required | *s you. |
| Not required Phone number alling in by phone? Enter your number so we know i Not required | 's you. |

While you are welcome to join in any way that suits you best, we recommend joining by the **'Join in view-only mode'** which is a link located under the 'Join audio-only' button. We have included call-in/audio details below.

Step 3: Become familiar with the UberConference 'dashboard'

When you arrive, if there is no screen being shared, you will see the screen with participants also on the call:



If a screen is being shared, the screenshare should open automatically. You can click the icon that looks like a table/grid to change the 'call layout' or what is shown on your main screen:

| i | ● ■ ● M ← → C | Inbox 📥 P (i) Not Sect | Philip : 📥 Agents 🚍 Sal - S. 🎮 Inbos ure opc.ca.gov/whale-entanglement-v | k (🛃 Abalon 💩 Uber C working-group/ | Red At Uber C | Event 🛃 Wa | teri 📑 Whale: 💪 Public G addir ★ 🔞 | i 🗊 Ub 🐠 🔌 Ca | × t |
|---|------------------------|--|---|--|---|--|--|--|-----------------------|
| | | Cheov | ê f ¥ 8 ⊠ | | | Contact U | Is Q Settings Select Language | Translation Notice | |
| F | | 0 | OCEAN PROTECTION COUNCIL | About | Program Areas | Funding | Meeting Agendas & Materials | Q Search | |
| | Change the call layout | Califc Reducing A Working Service, to recreation to: . Coll to r . Coll to r . Gui ents | ornia Dungeness Cra g the Risk of Whale Entanglements in u g Group has been convened by the Calif o address an increase in large whale ent nal fishermen, environmental organizat llaboratively inform and guide the state reduce the risks of entanglements in Du vide guidance and recommendations the run tify measures or experiments that can ide whale entanglement reduction effor anglements in California. | b Fishing Geat California: Dungeness Crai ornia Department of Fish at anglements in Dungeness ion representatives, member of California (CDFW, OPC, F ngeness crab fishing gear; the California Ingeness the developed or implement to by establishing priorities | Working Grow Fishing Gear Working de Vildlife, in partnershif rab fishing gear. Establis ers of the disentangleme ish and Game Commissie crab fishing industry, indl de by the fishing comm for the Working Group, a | DUD Group p with California Oc shed in September 2 nt network, and sta on, and the Legislat tuding the DCTF, aba unity to address the and help inform other tuding the DCTF, aba statistic to address the and help inform other tuding the DCTF, aba | ean Protection Council and National I 015, the Working Group is comprised te and federal agencies. The Working ure) in addressing key information ga out how to avoid/minimize whale ent entanglement issue; and er entities seeking to address the issu | Aarine Fisheries of commercial and Group's ch ore and/or anglemer e of whale Strategi 2 | egic Earth Consulting |

You can use this 'layout' icon to toggle between the screenshare and the participant's list:



Step 4: Join the audio

There are two options for joining the audio:

- 1) join via conference line \rightarrow call 424-228-8722 (no PIN needed)
- 2) join via your computer

To join via your computer, click the headset icon 'Change audio settings'



You will then be prompted to allow UberConference to use your microphone and camera - click 'allow'.



Then you will have the option to use your camera (not typically needed for Strategic Earth-hosted calls) and set your microphone options. Once you have those to your liking, click 'Join the call'.



For most calls with large groups, Strategic Earth will mute all lines to limit background noise. To mute/unmute, press ** and be sure your phone is also muted/unmuted depending on if you want to be heard. On certain calls,

you may also be invited to use the chat function - click the 'talk bubble' icon 💻 to access the chat.