

SaskMilk Virtual Producer Meeting Instructions

Each producer meeting is set up as a question and answer session to allow producers to communicate with the Board of Directors and staff. Producers participating in the sessions are expected to review the presentations and information posted on the SaskMilk Portal **PRIOR** to the producer meetings.

Presentations will be posted to the SaskMilk Portal on October 20th, 2020 and will be accessible by the primary user of each producer account (to ensure confidentiality on some of the information presented). You will be emailed a link to the presentations by SaskMilk. Each producer meeting session will allow you to ask questions on each of the Agenda topics.

In order to limit possible technical issues and slow internet connectivity, producers will have AUDIO ONLY for participation, and will not need to have a webcam or camera to participate in these sessions. Only the SaskMilk Board and staff will be visible on-screen.

How to Log On:

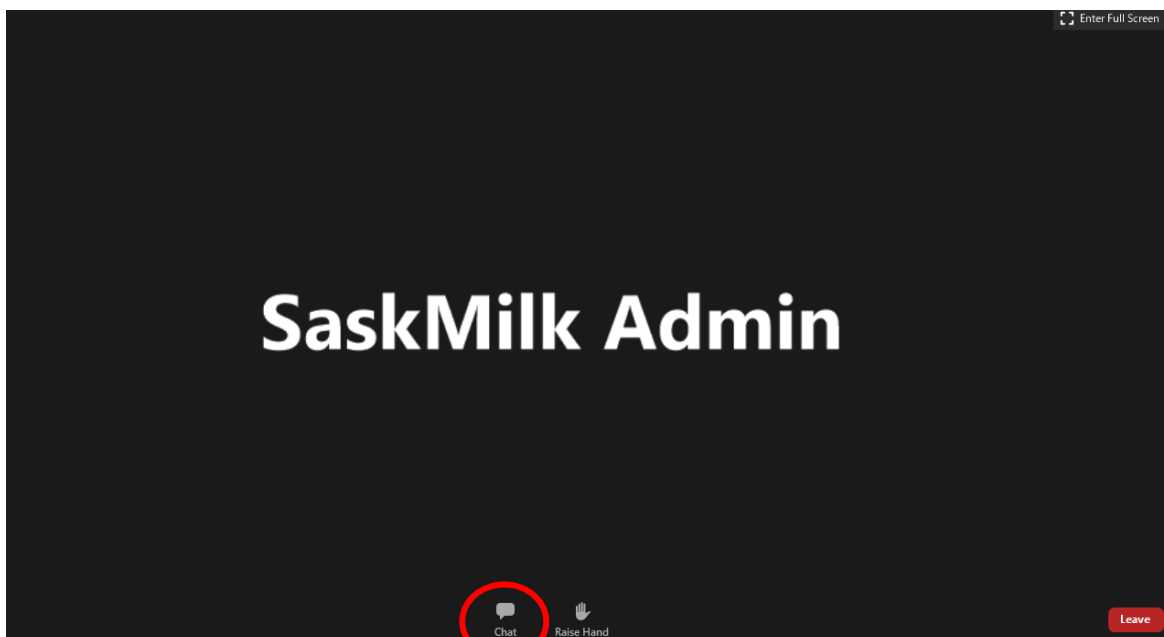
Once registered, you will receive an email confirmation with the link to join the webinar. You will also receive a reminder email 24 hours prior to your registered session that will also contain the link to join. Please do NOT share this link with anyone else; all participants must register individually.

Follow the link you were sent and the prompts on your computer to join when it is time for the session you registered in. We recommend producers log on to the meeting **15 MINUTES** before the designated start time.

In the event that you cannot join the meeting by computer, please use the call in details provided in your confirmation email to join the meeting. For the best experience, we recommend that producers only join by phone if necessary.

How to Ask a Question or Make a Comment:

In order to ask a question to the SaskMilk Board, producers can use the chat function on Zoom by clicking the Chat Icon. Clicking the Chat Icon will open the Chat.



Chat Icon

In the chat, you can either:

1) Type your question to the board in full

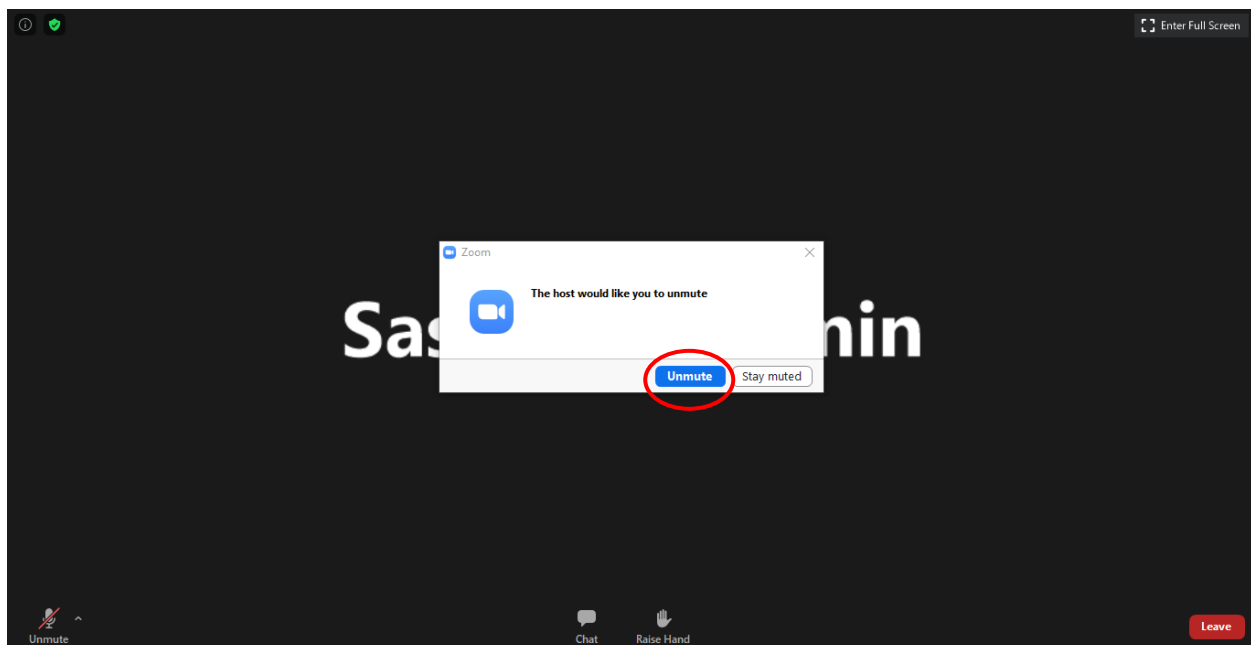
OR

2) Type: "I have a question"

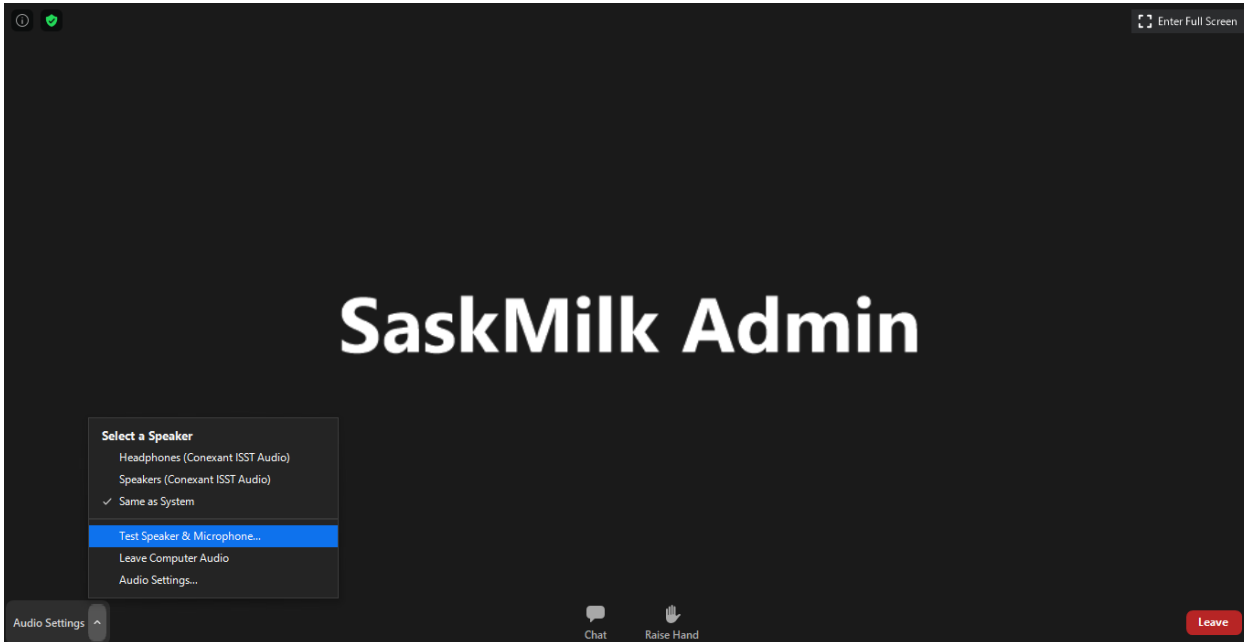


If you choose Option 1), your question will be read aloud by the moderator and answered by the appropriate Board or staff person.

If you choose Option 2), the moderator will request that you to unmute your mic to ask your question over audio. In order to do this, you must unmute your microphone, and your computer microphone **MUST** be working.



To test your microphone:



IF YOU PARTICIPATE BY PHONE, please follow these instructions:

- 1) Using your phone, dial one of the numbers provided to you in your confirmation/reminder email and follow the prompts.
- 2) Enter the Webinar ID, followed by the pound key (#).
- 3) A Participant ID is not required for these meetings.
- 4) Once you are in the meeting, you will hear the presenters. You will not see any video.
- 5) To ask a question, dial “*9” on your phone’s dial pad. This will notify the moderator that you would like to speak. To remove this notification, dial “*9” again.
- 6) You will hear a recording asking you to unmute when it is your turn to speak. Follow the prompts and dial “*6” to unmute yourself. To mute your phone again, dial “*6”.
- 7) The microphone on your telephone **MUST** be unmuted for the meeting participants to hear you.
- 8) Once you have finished speaking, the moderator will mute you. To be unmuted again, follow the same process.

If you have any issues, please call: (306) 949-6999