

Go-To Meeting Instructions

Go-To Meeting is a great option if there is a need for remote meeting attendees to see presentations.

The use of Go-To-Meeting requires an internet connection, so the TRP Chair will need to provide an IDOT laptop if the meeting is held at an IDOT location. A hard wired internet connection is preferred to a wireless connection (due to the instability of wireless).

In order for a Go-To Meeting to work properly the following steps will need to occur:

1. Contact ICT Project Management (ictprojectmanagment@illinois.edu) two weeks in advance and let them know you need a Go-To Meeting set up. Please be ready to provide the day, time and location.
2. ICT Project Management will set up the Go-To Meeting and email the TRP Chair and PI with the call-in information to be sent out to the TRP.
3. ICT will plan to arrive 15 minutes before the meeting starts to sign into the Go-To Meeting account and appoint the organizer/presenter.
4. All presenters will need to bring their presentation on a flash drive.