



CALIFORNIA DEPARTMENT OF  
FOOD & AGRICULTURE

Karen Ross, Secretary

May 14, 2020

To: INDUSTRIAL HEMP ADVISORY BOARD AND ALL INTERESTED  
STAKEHOLDERS

A webinar meeting for the Industrial Hemp Advisory Board has been scheduled:

Date: Thursday, May 28, 2020  
9:00 a.m. – 12:00 p.m.

Webinar registration: <https://attendee.gotowebinar.com/register/8095792483131339535>

Upon registration, you will receive instructions to log-in to the webinar, including a call-in number and computer requirements. It is also recommended that on the day of the webinar you sign in a few minutes early, as the log-in process can take some time. To view system requirements, visit <https://support.goto.com/webinar>.

Notification of board meetings and their agendas can be found via the Internet by accessing the following website address: <http://www.cdfa.ca.gov/plant/meetings/>.

If you would like to submit questions or comments prior to the meeting, you can submit them ahead of time by emailing [industrialhemp@cdfa.ca.gov](mailto:industrialhemp@cdfa.ca.gov). Please reference in the email the agenda item your question and/or comment pertains to.

If you need reasonable accommodation as defined by the Americans with Disabilities Act, or if you have questions regarding the public meeting, please contact Shadi Moscoupos at (916) 654-0435. Requests for reasonable accommodation should be made no later than three (3) days before the meeting.

Please find the enclosed agenda. If you have any questions regarding this meeting, please contact me at the number listed below.

Sincerely,

Michelle Phillips  
Senior Environmental Scientist

Enclosure(s)

cc: CDFA County/State Liaison Office



California Department of Food and Agriculture (CDFA)  
Industrial Hemp Advisory Board (IHAB) Webinar Meeting

Thursday, May 28, 2020  
9:00 a.m. – 12:00 p.m.

1. Roll Call and Opening Remarks
2. Brief Update on Program Activities (*30 minutes*)
3. Brief Update on Proposed State Legislation for Industrial Hemp (*30 minutes*)
4. Report on County Experience in First Industrial Hemp Season (*1 hour*)
5. Review of Application of Seed Law to Industrial Hemp (*30 minutes*)
6. Additional Public Comments
7. Next Meeting/Agenda Items
8. Adjournment

*Meetings of the Industrial Hemp Advisory Board are open to the public and comply with the Bagley-Keene Open Meeting Act. This Act allows for public comment on all agenda items.*

*Agenda order is tentative and subject to change by the Board without prior notice. Audience members may address the Board following each agenda item. All speakers from the audience are limited to three minutes.*

*If you need reasonable accommodation as defined by the Americans with Disabilities Act, or if you have questions regarding the public meeting, please contact Shadi Moscoupos at (916) 654-0435. Requests for reasonable accommodation should be made no later than three (3) days before the meeting.*



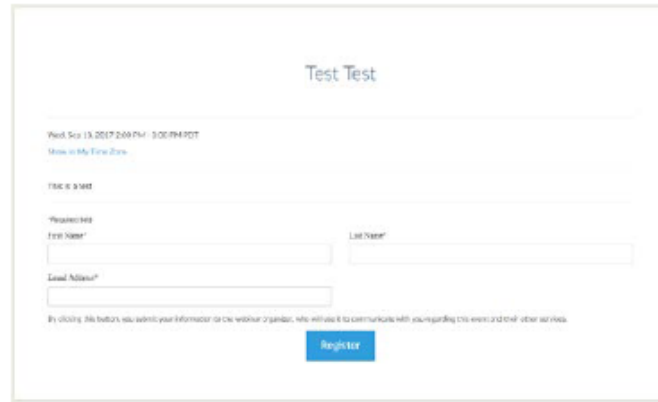
**HOW-TO GUIDE FOR ATTENDING  
INDUSTRIAL HEMP ADVISORY BOARD  
GOTOWEBINAR MEETING**

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## Registering for a Webinar on GoToWebinar

1. Click the Registration URL, provided on the notice and agenda, to open the registration form.
2. Fill all required fields including first name, last name and e-mail address. Accept the organizer's webinar disclaimer by checking the box, then click **Register**.



The screenshot shows a registration form for a webinar titled "Test Test". At the top, it says "Test Test" in a light blue font. Below that, there is a date and time: "Wed, Sep 13, 2017 2:00 PM - 3:00 PM PDT" and a link "View on My Event Zone". A note says "This is a test". There are three input fields: "First Name", "Last Name", and "Email Address". Below these fields is a small disclaimer: "By clicking the button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services." At the bottom right is a blue "Register" button.

3. A confirmation e-mail with information on how to join the session will be sent to the e-mail address provided in the registration. Click the link in the confirmation e-mail before the start of the meeting to register early.

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Dear colleen,

Thank you for registering for "Test Test".

This is a test

Please send your questions, comments and feedback to: [colleen.murphy@cdfa.ca.gov](mailto:colleen.murphy@cdfa.ca.gov)

**How To Join The Webinar**

Wed, Sep 13, 2017 2:00 PM - 3:00 PM PDT

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

**1. Click the link to join the webinar at the specified time and date:**

<https://global.gotowebinar.com/join/1427820687635971587/382213455>

*Note: This link should not be shared with others; it is unique to you.*

Before joining, be sure to [check system requirements](#) to avoid any connection issues.

**2. Choose one of the following audio options:**

**TO USE YOUR COMPUTER'S AUDIO:**  
When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

—OR—

**TO USE YOUR TELEPHONE:**  
If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.  
United States: +1 (415) 655-0052  
Access Code: 627-591-924  
Audio PIN: Shown after joining the webinar

Webinar ID: 311-157-851

**To Cancel this Registration**

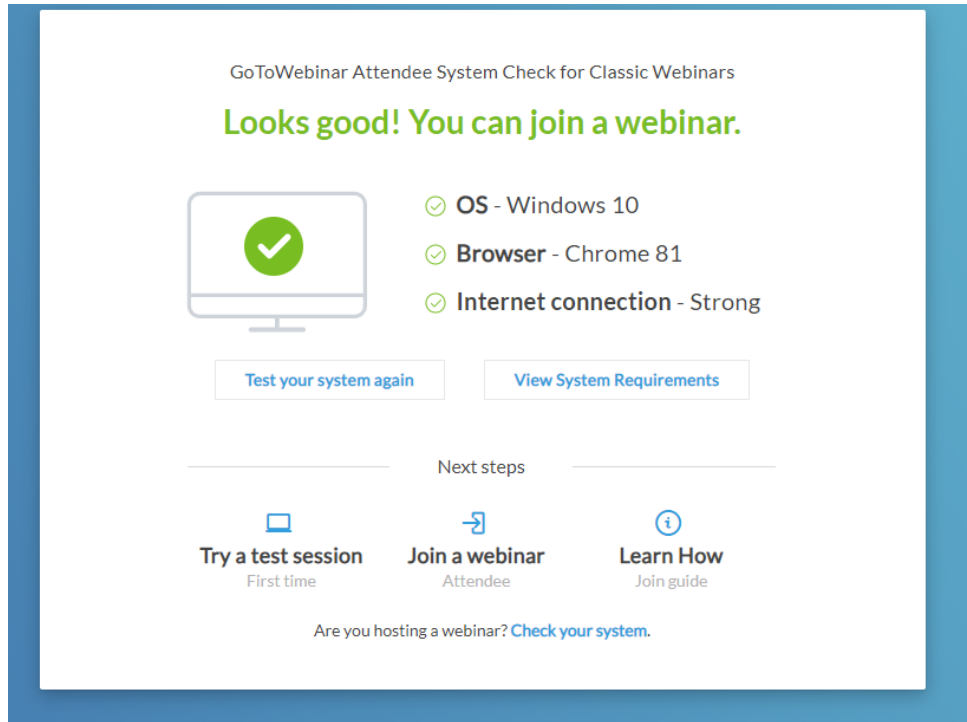
If you can't attend this webinar, you may [cancel your registration](#) at any time.

You can add the GoToWebinar appointment to your calendar as a reminder to join the session at the scheduled time and date.

**Note:** If you have forgotten to register prior to the start of the meeting, you can still attend by clicking on the registration link provided on the notice and agenda. You will immediately join the meeting.

## Testing Your Computer's Compatibility with GoToWebinar

1. Ensure the computer can open the GoToWebinar application by visiting the **System Check** page prior to the meeting: <https://support.goto.com/webinar/system-check-attendee>

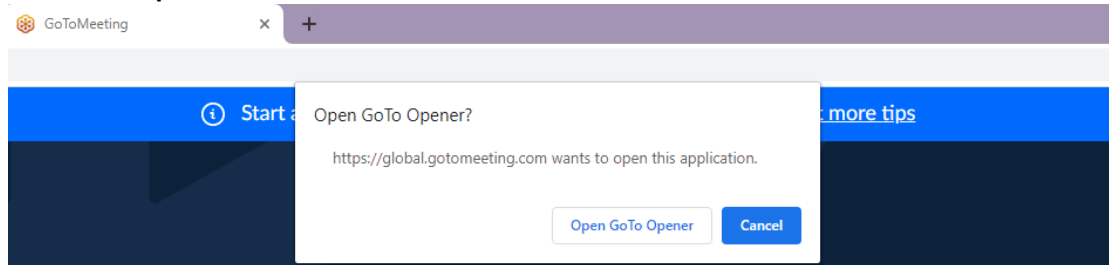


You can also try a test session by clicking “Try a test session” at the bottom left of the page.

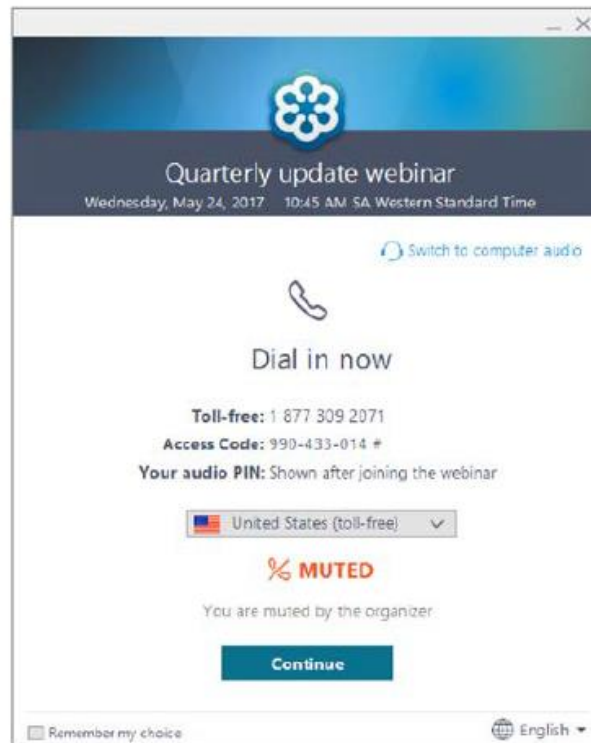
## Joining the GoToWebinar

1. To join a webinar *via your computer*:
  - a. Click on the webinar link received in the confirmation e-mail.

A new window will appear with the pop-up message “Open GoTo Opener?” Click **Open GoTo Opener**.

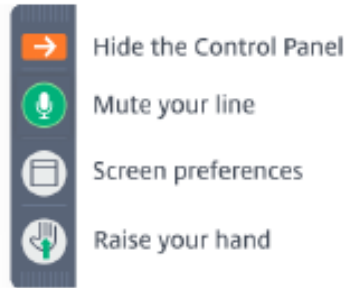


Your computer will begin to download the webinar application. Once downloaded, a window that looks like the following will open:



- b. Call the toll-free number and, when prompted, enter the 9-digit access code followed by the pound sign. A unique audio pin will be displayed after joining the webinar. Enter the pin followed by the pound sign. You will be muted by default.

**Self-mute when not speaking to prevent background noise.** If using a phone for audio, click “Mute” on the phone. If using computer audio, select the microphone icon on the webinar application as shown below:




You will be informed when the broadcast has started.

**Note:** While GotoWebinar has the option for computer audio, it is recommended that all attendees use the phone audio feature. If you use the computer speakers with a microphone, there will be significant feedback. If a telephone is not an option, a computer headset with microphone is recommended.

2. To join a webinar *via your Apple or Android Device*:
  - a. Download the free **GoToWebinar** app for iOS or on Google Play app store.
  - b. Sign in the app or select “Join with Webinar ID” at the bottom of the screen. You will need to connect an existing LinkedIn, Facebook, or Gmail account to sign in.
  - c. If signed in, tap the **Join URL** link found in the webinar confirmation e-mail to automatically launch the app.
  - d. If not signed in, copy the 9-digit webinar ID found at the bottom of the webinar confirmation e-mail and enter the ID.

## **Providing Questions and Comments during the GoToWebinar**

1. All attendees will remain muted until public comment period for each agenda item. If you have a question or a comment on an agenda item, there are a few ways you can provide it.
  - a. Write a question/comment in the Questions pane:
    - i. Expand the “Questions” pane and type in your question/comment. Click “Send Privately” and the organizer(s) will be able to view it.
    - ii. The organizer(s) will see your question/comment and it will be read out loud.
  - b. Write a question/comment in the Chat pane:
    - i. Expand the “Chat” pane and enter a question or comment. Click “Send” and the organizer(s) will be able to view it.
    - ii. The organizer(s) will see your question/comment and it will be read out loud.
  - c. “Raise your Hand”  :
    - i. Click the “Raise your Hand” tool at the top left of the GoToWebinar application. The hand icon near your name will be raised and the organizer(s) will be notified.
    - ii. The organizer(s) will announce your name and unmute you (if needed) to provide your question/comment.