<u>VMRC May 21, 2020 Webex Electronic CMAC Meeting – Participation Instructions</u>

VMRC Offices are closed due to the COVID-19 pandemic, however interested parties can participate in the Thursday, May 21, 2020, electronic Crab Management Advisory Committee meeting as follows:

ON THE DAY OF THE MEETING (5-10 MINUTES PRIOR TO THE 4PM START TIME):

<u>HOW TO ATTEND A WEBEX MEETING:</u>

Meeting Code: 613 246 971
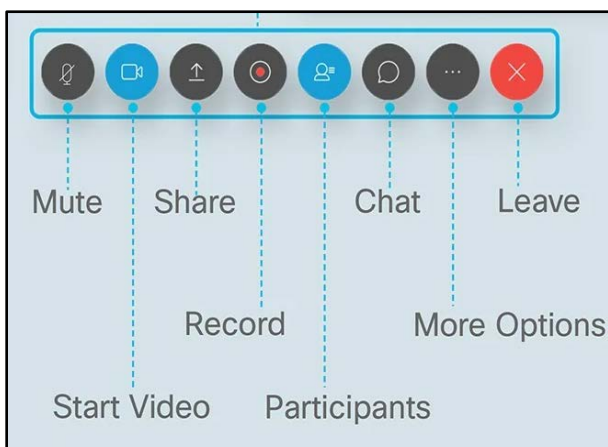**Password: CMAC521**

To attend the meeting, you have three options for listening/speaking and/or viewing the presentation:

1. On your computer, smartphone, or tablet, click the direct link at https://mrc.virginia.gov/calendar.shtm or visit https://globalpage-prod.webex.com/join and enter the Meeting Code and Password. You do not have to download Webex to view the meeting; you may launch the meeting in the web browser. **From here, you may listen/speak through your computer speakers and microphone or a number will be provided upon joining to call in on your phone. Only choose one audio option**; listening through both phone and computer will create feedback that interferes with meeting audio. <u>INTERNET REQUIRED</u>
2. Download the Webex app to your smartphone or tablet through your App store and enter the Meeting Code and Access Code. <u>INTERNET REQUIRED</u>
3. Call 1-866-692-4530 and when prompted enter the meeting code 613246971# to participate in audio only mode. You will not be able to see any slides presented. <u>INTERNET NOT REQUIRED</u>

When you first login to Webex through your internet browser or app, you will be asked for your name and email. Your computer may auto-fill the name field- please make sure it reflects your full name.

- **COMMITTEE MEMBERS ONLY: Please type 11 before your name (ex. 11Alexa Kretsch)**

Please MUTE YOUR COMPUTER OR PHONE when not speaking to reduce background noise.

To access the Webex Control Panel, move your cursor over the presentation window. You will see the bar pictured at left.

From here, you can mute your microphone, bring up a list of participants, bring up the Chat window, or exit the meeting. Share will be disabled for the public.

MEETING PROCEDURE:

The meeting will proceed according to Robert's Rules of Order and as closely as possible to in-person committee meetings. VMRC staff will present information and committee members may ask questions or, when invited, begin discussion. When a vote is called on a motion, VMRC staff will make a roll call for each member's vote.

- The Chair or VMRC staff will invite public comment on each item and motion.
- All public participants will be muted until invited to speak; during public comment, **please keep your phone muted unless you are speaking.**
- If you wish to make a public comment, please submit your name in the Chat window. Comments will first be taken from those who submit their names and then from anyone else. Please state your name for the record before you speak.

IF THERE IS A TECHNICAL PROBLEM WITH THE LIVESTREAM:

Participants can obtain meeting materials by using the web links associated with the May 21, 2020 CMAC meeting date on the Commission web calendar: https://mrc.virginia.gov/calendar.shtm and follow along with the presentation there while calling in using the information provided above.

If you have any general questions about the meeting or Webex, please email fisheries@mrc.virginia.gov before 3PM on May 21st.