

# Electronic Spot/Croaker Task Force Meeting – Public Participation Instructions

January 12, 2021

VMRC Offices are closed due to the COVID-19 pandemic, interested parties can participate in the electronic meeting as follows:

## **PRIOR TO THE MEETING DATE:**

WebEx Quick Guide with screenshots can be found [here](#). There are a series of videos on WebEx which can be found here: [joining WebEx from a browser](#), and [joining Webex by download](#).

If you decide to download the WebEx software instead of running WebEx in your browser, we recommend downloading it at least 30 minutes prior to the meeting.

## **ON THE DAY OF THE MEETING (15 MINUTES PRIOR TO THE 4:00PM START TIME):**

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 [here](#) or visit <https://globalpage-prod.webex.com/join> and enter the Event code: 178 078 6639 and the Event password: SpotCroaker112. You do not have to download WebEx to view the meeting; you may launch the meeting in the web browser. INTERNET REQUIRED.
2. Download the WebEx app to your smartphone or tablet through your App store and enter the Event code: 178 078 6639 and the Event password: SpotCroaker112. INTERNET REQUIRED.
3. Call 1-866-692-4530 and when prompted enter the meeting code 178 078 6639# to participate in audio only mode. You will not be able to see any slides presented. INTERNET NOT REQUIRED.

**PLEASE NOTE: You must choose to either phone in and listen/speak OR use your computer audio/microphone and listen/speak.** If you do both, there will be ample feedback on the audio file. When you join the meeting by phone, please use the “Call Me” function to ensure your audio will connect to WebEx. Please make sure also to use your full name on WebEx so we are able to call on you during the public comment period.

## **DURING THE MEETING:**

### **\*\*\*HOW TO INDICATE YOU WOULD LIKE TO SPEAK VIA WEBEX CHAT:**

1. Click the speech bubble labelled “Chat” at the bottom of your screen.
2. Type your FULL NAME, and the topic you would like to provide public comment on, then hit enter.
3. Chat function will only be used for queuing public comments, NOT for making comments via chat. Please be respectful and do not address the group using the chat.