REMOTE MEETING PARTICIPATION GUIDELINES FOR PUBLIC
Drafted 4/2/2020

Enter the Desired Meeting

For CONFERENCE CALLS:
• Call telephone number listed on agenda
• Enter meeting ID number listed on agenda
• Link will be provided for meeting materials on the Town website or agenda
• Announce full name when initially entering meeting
• Mute your phone for the meeting unless addressed by the Chairperson/Board member
• Speak clearly and in a way that helps generate accurate minutes
• Unmute if you wish to speak during public comment
• Announce your full name every time you join the conversation to comment or ask a question
• If technical difficulties arise, Chair will suspend meeting until resolution
• Hang up telephone when leaving meeting

For ‘ZOOM’ MEETING LINKS:
• Enter url/web address listed on agenda
• Click ‘Join the meeting’
• Enter meeting ID number listed on agenda
• Link will be provided for meeting materials on the Town website or agenda
• Mute your computer for the meeting unless addressed by the Chairperson/Board member
• Speak clearly and in a way that helps generate accurate minutes
• Video conference meeting is being recorded
• Caution, others may be able to see you. Take care not to “screen share” your computer. Anything that you broadcast may be captured by the recording.
• Announce your full name every time you join the conversation to comment or ask a question
• If technical difficulties arise, Chair will suspend meeting until resolution
• Click leave meeting or close the window when ready to leave

*Please note that other video conference options may be used instead of ZOOM. Examples include Google Meet, GoToMeeting, and GoToWebinar, etc. which may have their own specific protocol to entering meetings.