

## Virtual Meeting Guidelines

Helpful tips to help navigate virtual WebEx meetings:

- Join the meeting 10-15 minutes before the start of the meeting to give yourself time to troubleshoot any technical issues that could arise.
- When you join the meeting, please assign your name to your account to identify the committee member who is in attendance.
- If you are using a desktop, please make sure any mobile devices are a few feet away. They can sometimes cause unwanted feedback when placed too close to your computer.
- If you have headphones with a microphone, these are very helpful in eliminating noise and making for clearer communication.
- **Please mute yourself when you are not speaking.**
- During the meeting, please use the chat function to let the host know if you are having any issues and we will try to get it resolved.
- **Committee member:** Please select the **raise hand** icon if you have a comment or question during the meeting.
  - Via the computer, click on the **raise hand** icon, under participants
  - Via phone, press star three (\*3) for the **raise hand** command

### **Remember to put your hand down after you are called on.**

If you cannot find the “Raise Hand” button or if you are not being called on, you can also raise your physical hand or send a chat to the host to let them know you have a question.

- **Public attendees:** Comments for this meeting are via email only. Please send any comments to [accessibility@bendoregon.gov](mailto:accessibility@bendoregon.gov) before noon the Wednesday before the meeting date. Public comments will be read aloud; any comments received after noon the Wednesday before the meeting will be shared and addressed individually.
- If you start having trouble with your bandwidth (meaning the meeting starts to freeze up, or gives you other issues), during the meeting, you should call in using the phone number and call-in access code provided by the host.



**Accessible Meeting Information:** This meeting/event location is accessible. Sign language interpreter service, assistive listening devices, materials in an alternate format such as Braille, large print, electronic formats, and CD Formats, or any other accommodations are available upon advance request. Please contact the Accessibility Division no later than 72 hours in advance of the meeting at [accessibility@bendoregon.gov](mailto:accessibility@bendoregon.gov), or call (541) 693-2198. Relay Users Dial 7-1-1, or fax (541) 385-6676. Providing at least 3 days' notice before the event will help ensure availability.