

Meeks Bay Project Stakeholder Forum

Checklist for Virtual Participation

- ✓ **Please mute yourself when you are not speaking.** This helps cut down on background noise. If on the phone use *6 to mute/unmute.
- ✓ **Please check that your video camera is on if you are a stakeholder forum representative.** If you are joining the meeting as a member of the public, please leave your video off. If you choose to provide a comment during the forum meeting, we ask that you turn on your video while you are speaking.
- ✓ **If you know you have less than optimal internet connection, we urge you to join through both a phone (for audio) and your computer (for video).** You may do so by joining the online meeting via the Zoom link and opting to join via phone audio. When you are dialing in, please be sure to enter your participant ID. Here is a step-by-step guide to help: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>
- ✓ **Rename yourself after logging into Zoom.** We ask that you please rename yourself by hovering over your name in the “Participants” tab. Please change your name to be First name Last Name, Affiliation; so we can identify and engage each other better. Ex. “Austin McInerny (CBI, Facilitator)”
- ✓ **Chats messages will only go to hosts.** Please direct any comments or questions in the chat function to Austin McInerny and we will share them with the group during discussion periods designated on the agenda.
- ✓ **Bring a learning mindset** as we do our best to maximize engagement to the degree possible in this online setting!
- ✓ **Meeting will be recorded** for possible sharing on project website.
- ✓ **We will begin the meeting at 9:00 am so please hold tight.**

Thank you!

Overview of Attendee Zoom Controls

The image shows a Zoom meeting interface with several key areas highlighted by blue arrows and text annotations:

- Meeting Information:** Meeting Topic: My Meeting; Host Name: John Doe; Password: [redacted]; Numeric Password: 045239; Invitation URL: https://cbuilding.zoom.us/j/176134919?pwd=c3YwWGINZ3NydWdVSXBVVjd4V; Participant ID: 138587. An arrow points to the Participant ID with the text: "Enter Participant ID if you are dialing in via phone".
- Join Audio:** A red-bordered icon with a headset and a green arrow pointing up. Below it, the text "Join Audio" and "Computer Audio Connected" is visible.
- Share Screen:** A red-bordered icon with a yellow and orange landscape. Below it, the text "Share Screen" is visible.
- Invite Others:** A blue-bordered icon with a person silhouette and a plus sign. Below it, the text "Invite Others" is visible. An arrow points to this icon with the text: "Raise hand for questions/comments".
- Participants Panel:** Shows "Participants (2)". The first participant is "Participant (me)" with "Unmute" and "More" buttons. The second participant is "John Doe (Host)" with "Rename", "Mute", and "Unmute" buttons. An arrow points to the "Rename" button with the text: "Change your screen name to FR, First Name / Last Name or First/ Last if member of audience (affiliation)".
- Bottom Control Bar:** Contains icons for "Unmute", "Start Video", "Participants (2)", "Chat", "Share Screen", "Record", and "Leave Meeting".
- Chat Panel:** Shows a "Chat" box with a "Type message here..." input field. An arrow points to this input field with the text: "Direct your chat to the Host".