

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 screenshot displays the Zoom mobile app interface with several key sections and annotations:

- Meeting Information:**
 - Talking:** A dark blue bar at the top.
 - Meeting Topic:** My Meeting
 - Host Name:** John Doe
 - Password:** [Redacted]
 - Numeric Password:** 045239
 - (Telephone/Room systems)**
 - Invitation URL:** <https://cbuilding.zoom.us/j/176134919?pwd=c3YwWGJNZNydwVdVSXBVVjd4V>
 - Copy URL** (link)
 - Participant ID:** 138587
- Participant ID Annotation:** "Enter Participant ID if you are dialing in via phone" with an arrow pointing to the ID field.
- Join Audio:** A red icon with a headset and a green arrow. Below it, "Join Audio" and "Computer Audio Connected".
- Share Screen:** A red icon with a screen and a yellow arrow. Below it, "Share Screen".
- Invite Others:** A blue icon with a person and a yellow plus sign. Below it, "Invite Others".
- Participants (2):** A list of participants. The first entry is "Participant (me)" with a red "P" icon, a blue "Unmute" button, and a blue "More" button. The second entry is "John Doe" with a red "P" icon, a blue "Unmute" button, and a blue "More" button. A blue arrow points from the "More" button to a "Rename" button. A blue arrow points from the "Rename" button to the text: "Change your screen name to FR, First Name / Last Name or First/ Last if member of audience (affiliation)".
- Chat:** A section at the bottom right with a blue arrow pointing to it from the text "Chat box". It shows a message from "John Doe" with a red "(Privately)" label. A blue arrow points from the text "Direct your chat to the Host" to the "John Doe" label.
- Bottom Bar:** A dark blue bar with icons for "Unmute", "Start Video", "Participants" (2), "Chat", "Share Screen", "Record", and "Leave Meeting".
- Unmute Annotation:** "You are Mute or Unmuted" with a blue arrow pointing to the "Unmute" icon.
- Start Video Annotation:** "Turn your camera on or off" with a blue arrow pointing to the "Start Video" icon.
- Raise hand Annotation:** "Raise hand for questions/comments" with a blue arrow pointing to the "Invite Others" icon.