

# RFAB ELECTRONIC MEETINGS – Public Participation Instructions

July 12, 2021

Interested parties can participate in the 2021 RFAB electronic meetings as follows:

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

If you are interested in commenting, we highly encourage you to submit written comments prior to the meeting. Anyone who wishes to present slides or pictures must submit material by noon on the day of the meeting. To submit comments or presentations, please email Alicia Nelson ([alicia.nelson@mrc.virginia.gov](mailto:alicia.nelson@mrc.virginia.gov)).

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 (10-15 MINUTES PRIOR TO THE START TIME):**

To attend the meeting, you have the following options for listening/speaking and/or viewing the presentation:

1. On your computer, smartphone, or tablet, click the direct link:

<https://covaconf.webex.com/covaconf/j.php?MTID=md422991064282a4588642851227e093e>

2. or visit <https://globalpage-prod.webex.com/join> and enter the event code: 161 205 3236 password: **RFAB2021**. You do not have to download Webex to view the meeting; you may launch the meeting in the web browser.

3. Download the Webex app to your smartphone or tablet through your App store and enter the Event code and the event password.

**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.

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

1. Mouse down to the bottom of the screen on Webex to activate the toolbar.
2. Click the speech bubble labeled “Chat”.
3. Type your FULL NAME and that you would like to provide public comment.
4. Chat function will only be used for queuing public comments, NOT answering general questions.