# VMRC July 29, 2020 Electronic SMAC meeting – Public Participation Instructions

VMRC Offices are closed due to the COVID-19 pandemic, interested parties can participate in the July 29, 2020 electronic meeting 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. Comments sent by mail should be sent to 380 Fenwick Rd, Ft. Monroe, VA 23561 and should be delivered by July 28, 2020. **Those requesting to provide public comment on items not on the agenda, or provide written comment on any of the public hearings are encouraged to send an email to andrew.button@mrc.virginia.gov with the subject heading "SMAC meeting" by noon on July 29, 2020.**

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 3:00PM START TIME):

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

1. On your computer, smartphone, or tablet, click the direct link here or visit https://globalpage-prod.webex.com/join and enter the Event code: 161 789 7609 and the Event password: oyster1. You do not have to download Webex to view the meeting; you may launch the meeting in the web browser. INTERNET REQUIRED.
2. Download the Webex app to your smartphone or tablet through your App store and enter the Event code: 161 789 7609 and Event password: oyster1. INTERNET REQUIRED.
3. Call 1-866-692-4530 and when prompted enter the meeting code 161 789 7609 # to participate in audio only mode. You will not be able to see any slides presented. INTERNET NOT REQUIRED.

**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.