

Adams County Transportation Planning Organization Board Meeting

Time: July 29, 2020, 1:00 PM Eastern Time (US and Canada)

Adams County Transportation Planning Organization Meeting Guidelines

Adams County Transportation Planning Organization (ACTPO) will be conducting our public meetings through the Cisco WebEx video conferencing software while the Governor's stay at home and social distancing orders are in place. Cisco WebEx video conferencing is being used to allow the ACTPO to remain compliant with all transparency laws and allow the public an opportunity to participate in the meeting and provide public comment.

Joining a Meeting and Raising Hands

Once attendees have joined the meeting, all microphones will be muted to ensure board members can always be heard clearly. ACTPO asks that participants self-monitor their volume and stay muted when not speaking. If a meeting attendee is connected to the meeting via a tablet or computer and would like to speak or provide comment during the meeting, use the "Raise Hand" feature. For more information on this feature see "How do I raise my hand?" below.

Public Comments

ACTPO asks that comments about any agenda items or general comments made as part of the public comment section of the agenda, be submitted prior to the meeting time to ensure all comments are heard by ACTPO. Comments can be submitted by email to acopd@adamscounty.us. Please include your name, meeting date, and your comments for the meeting within the email. Comments must be submitted by 4:30 pm on the day before the meeting and will be read during the meeting.

Meeting Recording

By participating in any online virtual meeting, you acknowledge the meetings are being recorded for public record, and you consent to being recorded.

WebEx Meeting Participant Tutorial

What is a WebEx Meeting?

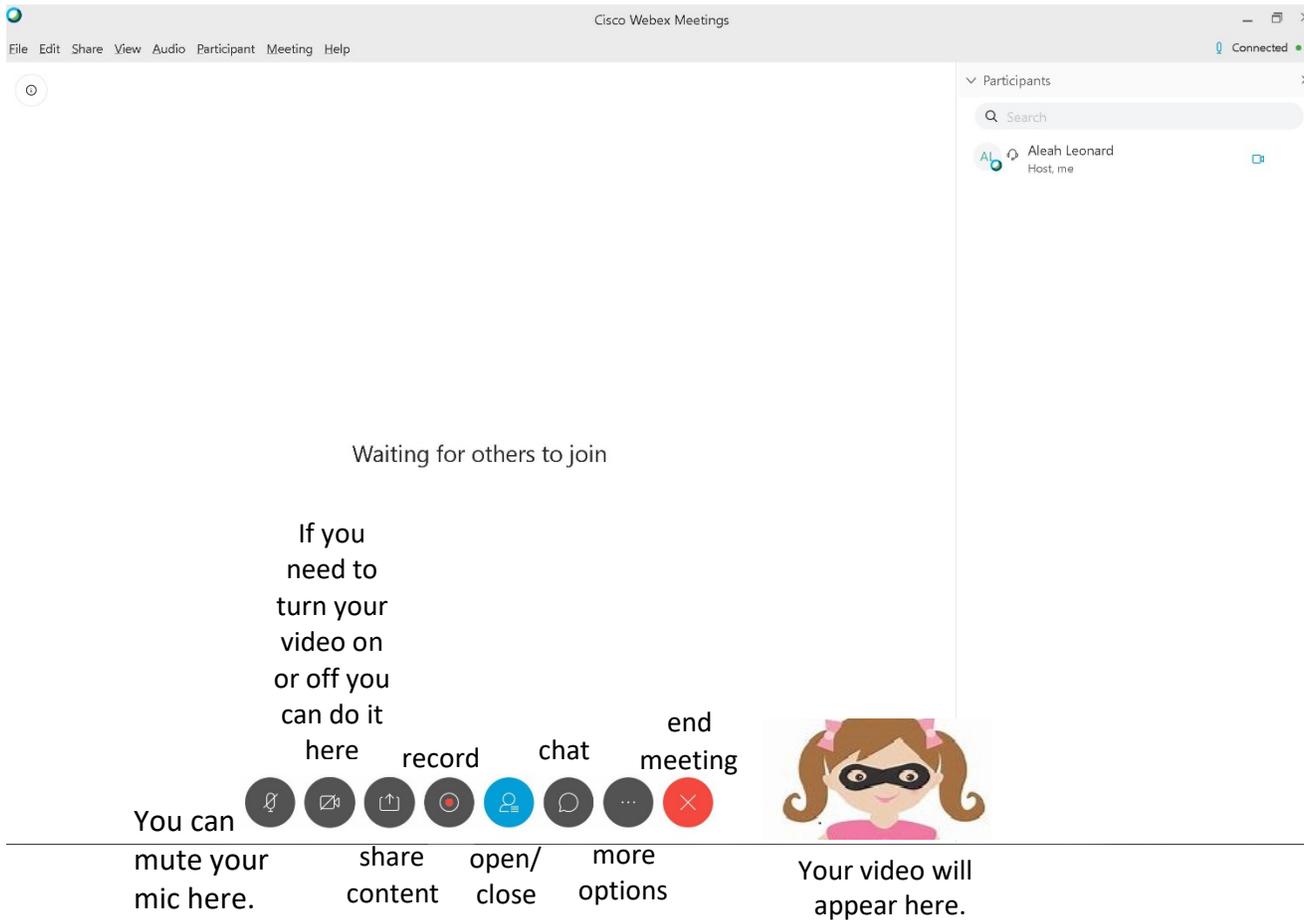
WebEx Meeting Center is virtual conferencing software that allows its users to collaborate in an online environment as opposed to face-to-face. Meeting Center conveniently works inside your web browser with no program to download, install, or configure. Meeting Center can be used for audio-only calls (like the traditional conference call), visual meetings via webcams, and for presentations—you can share anything that is displayed on your screen for everyone in the meeting to view. We will be using WebEx Meeting Center for meetings, so it is important that you familiarize yourself with its interface and features.

How do I join a WebEx Meeting?

1. You will be sent an email with meeting information such as date, time, and who initiated the meeting. If the meeting has a required password, it will be included in this email.
2. Click the link in the email to go to the WebEx website.
3. On the right-hand side of the screen, you will see an area to log in. Type your name and your email and press "**Join.**"
4. A separate window will pop up and prompt you for your choice of audio. You may either use a phone or your computer for audio.
5. If you choose to join the conference using a phone, you will need to call into the meeting. Dial the number given under step 1, and then use the access code and Attendee ID to connect when prompted.
6. If you choose to use your computer for audio, click "**Call Using Computer.**" You will have the opportunity to test your microphone and headset/speakers before connecting to the conference.

What are some of the features in the WebEx Meeting Center?

When you are connected, you will see the following interface. Some of the controls and options are available only to the presenter.



How do I use Video Chat?

1. Click "**Video**" on the Options toolbar. A "**Video**" window will then pop up.
2. If your tablet or external camera is working, you should see yourself in a video box at the bottom with an option to "Send Video." No one sees you unless you choose to press "**Send Video.**"
3. Also displayed here will be streaming videos of all of the other meeting participants who chose to send video.

How do I raise my hand?

If a meeting attendee is connected to the meeting via a tablet or computer and would like to speak or provide comment during the meeting, use the "Raise Hand" feature. This feature is in the Participants tab on the right of the screen. Selecting the hand symbol will notify the host you would like to speak. If appropriate, the host will unmute your microphone so that you can speak in the meeting. The button to mute and unmute a participant's speaker is also highlighted below.



Can I "share" documents, presentations, etc.?

In the WebEx Meeting Center, you may be permitted by the meeting initiator to "share" your own documents, presentations, etc. This permission depends on your "role" within the meeting-if you are a host, presenter, or simply an attendee in the meeting. If you are a presenter or a host, you may click "Share" on the top menu and select the item you would like to share.

Presentation or Document:

If you choose to share a presentation or document, it will show up in the Presentation Window. You may then narrate your presentation. While sharing a presentation or document, you may use the tools on the toolbar to draw or emphasize text and graphics. The tools are accessed from the share menu.