



COLUMBIA RIVER GORGE COMMISSION MEETING Zoom webinar- General FAQ

PUBLIC PROTOCOL

Invitation to Zoom Webinar

If attendees (public) are on the Gorge Commission listserve, they will receive an email from Connie Acker, Finance and Administration Manager, with the Columbia River Gorge Commission. **Registration is required for all attendees whether joining the webinar by video, audio or telephone.** Attendees will need to click on the registration link to register. Once registered and approved, the registered attendee will receive a confirmation email from CRGC Host no-reply@zoom.us. This email will contain the link to the webinar. **NOTE: These links should not be shared with others; they are unique to each registered attendee.**

Those attendees (public) not on the Commission listserve, please view the *Public Protocol* document associated with the meeting you would like to attend. You can find these documents under the individual meeting pages.

Zoom Webinar allows attendees to listen to audio and view video if they have the video equipment capability. At no time will attendees be viewed by the Commission unless the Commission decides otherwise. Attendees may also join by phone only. The CRGC Host has the ability to mute and unmute any attendee as necessary.

Before the Webinar

- Make sure you have access to good phone and internet lines and are in a quiet space.
- If you are connecting from a laptop, try to plug into wall power because battery can adversely affect video quality.
- Call/sign into the webinar at least 15 minutes before the webinar is set to begin to allow time to troubleshoot and resolve any potential issues with equipment (audio/video). This will limit distractions to you and others.
- Please disable audible notifications on your equipment as these notifications will be heard while you are unmuted.
- Zoom Q&A and Zoom Chat will not be available.
- All documents being discussed during the Commission Meeting may be viewed on the Gorge Commission website under each individual meeting page.

Public Comment

Written comments are highly encouraged and will be accepted on any starred item on the agenda and for general public comment until the day before the meeting at noon. Written comments should be emailed to PublicComment@gorgecommission.org. Please note that written comments received after noon on the day before the meeting may not be provided to the Commission until after the meeting.

Attendees Joining by Audio and Video:

With audio and video capability, registered attendees will have the ability to view Commission materials as they are being presented to the Commission.

During public comment periods, registered attendees joining by video and audio and wishing to speak on a specific agenda item are asked to inform the CRGC Host of the request through the "Raise Hand" function when requested. This will allow the CRGC Host to compile a list so that the Commission knows how many individuals would like to speak and on what subject. If you wish to be viewed on video during your comment, please inform the CRGC Host.

Attendees Joining by Audio Only:

Registered attendees using audio only will not have the capability to view Commission materials while being presented. However, all documents being presented at the meeting may be viewed on the Gorge Commission website under the individual meeting page.

During public comment periods, registered attendees joining by audio only and wishing to speak on a specific item are asked to either:

1. Email the request to Connie.Acker@gorgecommission.org. Please include the last four digits of your telephone number in the email so that the CRGC Host may identify you. This will allow the CRGC Host to compile a list so that the Commission knows how many individuals would like to speak and on what subject, or
2. Dial *9 to raise your hand.

At the specified time on the Agenda, the CRGC Host will announce each person wishing to comment. The CRGC Host will unmute the attendee's microphone when it is their turn to speak and mute the microphone again when finished. At no time will attendees be viewed by the Commission unless the Commission decides otherwise. Public comment will be by audio only unless the Commission decides otherwise.

The Commission encourages persons to abide by the 3-minute public comment rule outlined in the Agenda.

If for some reason the Zoom Webinar is not working properly, we will have everyone leave the webinar and join again by calling the audio-only platform using the telephone numbers provided in the invitation email.