



TPB Citizens Advisory Committee Remote Participation Guide - 2020

In 2020 CAC members are expected to attend at least 8 committee meetings. While in-person participation is preferred, staff recognize that it is not always possible to attend every meeting. To make participation easier, we created the following guide.

Before the meeting

- **Notify staff in advance:** If you wish to participate remotely, notify the TPB staff no later than 5:00 p.m. the Tuesday before the CAC meeting. **Contact: bhayes@mwkog.org or (202) 962-3273.**
- **Check your technology:** Make sure you are familiar with and can use WebEx. If you plan to call in, make sure you have a set-up that will work. Ask any technical questions in advance.
- **Receive the invite:** Staff will send a separate remote participation invite to the CAC meeting that includes a webinar link and call-in information. **We will ask you for a call-back number and email address where we can reach you in the event of technical difficulties.**

During the meeting

- **Find a quiet place.** Call in from a quiet location where you will not be disturbed during the meeting.
- **Mute your line.** Use the mute function on your phone or in WebEx to mute your line when you are not speaking. This helps minimize audio feedback and other disruptions in the meeting room.
- **Announce yourself.** If you wish to speak, unmute your line and verbally announce yourself so that the chairman can recognize you.

In case of technical difficulties

- **Notify staff.** If you experience technical difficulties, please notify the designated remote- participation coordinator. We will provide contact information for this person before the meeting.
- **Be patient.** Staff will attempt to troubleshoot the situation and reestablish the connection.
- **Follow staff instructions.** Staff will reach out to provide any necessary instructions.

PLEASE NOTE: If troubleshooting or reestablishing a lost connection is not possible or will cause too much disruption to the meeting, the chair may decide to end the remote participation session. This means that you will no longer be able to participate in the meeting.