



## **Quick Tips for Public Meetings in the Zoom format**

- For first time Zoom meeting users, the <https://zoom.us/resources> link may be of interest in preparation for the meeting. More Specifically, the *Joining a Meeting*, *Joining & Configuring Audio/Video*, and *Meeting Controls* videos.
  - *Please Note:* The above videos show the basics for a “Zoom Meeting”, whereas the NHDOT is hosting a “Zoom Webinar”. While the tools are ultimately similar between the two products, the available options for a webinar are more limited and located in a different location than indicated in the videos referenced above.
- A few minutes prior to the meeting start time, please follow the Zoom link (provided on the Project Information page or in the Meeting Notice) using your web browser to test and troubleshoot your equipment. *(Note: When joining by phone, the meeting ID# (provided on the Project Information page) will also be required.)*
- Once you join the meeting, you may enter a “waiting room” if the meeting has not begun. The meeting host will admit everyone at the start of the meeting. *(Note: All attendees will automatically be muted when entering the meeting.)*
- A meeting moderator will guide the meeting Agenda and coordinate the meeting logistics. *(Note: Following the meeting’s formal presentation, there will be an opportunity for public participation through the Zoom application tools.)*
- **Public Participation:**
  - Attendees can use the “Q&A” button at the bottom-middle of the application window to type questions if preferred, or if the attendee does not have access to a microphone. *(Note: Attendees need to identify themselves as part of the provided input/question.)*
  - Attendees may alternatively utilize Zoom’s “Raise Your Hand” feature at the bottom of the application window to indicate their interest in speaking. *(This will require the attendee to have a microphone available as part of their computer system, or to have joined via telephone audio.)*
    - If dialing into the Zoom Webinar via phone, pressing \*9 on the phone will activate the “Raise Your Hand” function.



- Following the meeting’s formal presentation, the moderator will coordinate the public participation portion of the meeting. *(Note: Attendees will not be allowed to speak during the formal presentation.)*
  - The moderator will announce when a specific “Raise Your Hand” attendee is given the opportunity to speak, and unmute their application. *(Note: Attendees will need to identify themselves in advance of asking the question/providing input.)* The moderator will then direct one of the NHDOT presenters to provide a response, if required.
  - The moderator will also read each question/statement in the “question and answer box”, and direct one of the NHDOT presenters to provide a response, if required.