

Hints for Participants Attending TPO Meetings Remotely

- You can call by telephone or follow the link provided and attend using the GoToMeeting service.
- If you use the telephone, you'll need to follow along with a copy of the meeting agenda and materials sent via e-mail or made available on the R2CTPO website (www.R2CTPO.org).
- If you use the GoToMeeting service, you will be able to view the agenda and presentation materials as they are discussed during the meeting on your screen.
- If signing onto GoToMeeting on a computer, smart phone or tablet, please do not enable the video/camera function. (DO enable the microphone but keep it muted unless you are speaking).

Getting Set-up:

- Much like you would arrive at our offices early for a meeting, please log-in or phone in 10 to 15 minutes before the meeting start time. This will give us a chance to assist participants that are having trouble. Feel free to call, e-mail or text one of the TPO staff if you need assistance.
- If you use your computer and telephone, please mute the sound and microphone for one of the devices to avoid feedback.
- When you are in the GoToMeeting environment, at the top of the screen is a drop down that says "Hide Everyone." Enabling this will make the agenda and materials on the screen larger. You can also enlarge the screen size by moving your cursor to the right side of the screen and clicking the "+" button.

When the meeting begins:

- Please wait to announce your attendance until the roll is called.
- There will be an opportunity for members of the public to provide comments. Please announce yourself and adhere to the standard time limits when the Chair asks for public comments.
- During the meeting, if you are a committee or board member please wait until the Chair asks for comments or questions from board/committee members.
- When you provide comment or ask a question, please signal that you want to speak by announcing your name (this is Commissioner Smith), waiting to be acknowledged and then speaking.

If an item generates multiple comments or questions, TPO staff will initiate the chat feature which allows participants to let us know they have a question or comment. The chat feature will only be activated if conversation gets busy and difficult to manage. Like lifting up your table tent, you will need to type your name into the chat box (click on the chat bubble in the upper right corner of your screen) to signal to the Chair that you'd like to speak. Be sure to send the chat message to everyone and not just the chair as it will become a part of the official record of the meeting.