

# Electronic Menhaden Advisory Committee Meeting – Public Participation Instructions

**November 17, 2020**

VMRC Offices are closed due to the COVID-19 pandemic, interested parties can participate in the electronic meeting as follows:

## **PRIOR TO THE MEETING DATE:**

WebEx Quick Guide with screenshots can be found [here](#). There are a series of videos on WebEx which can be found here: [joining WebEx from a browser](#), and [joining Webex by download](#).

If you decide to download the WebEx software instead of running WebEx in your browser, we recommend downloading it at least 30 minutes prior to the meeting.

## **ON THE DAY OF THE MEETING (15 MINUTES PRIOR TO THE 4:00PM START TIME):**

To attend the meeting, you have three options for listening/speaking and/or viewing the presentation:

1. On your computer, smartphone, or tablet, click the direct link [here](#) or visit <https://globalpage-prod.webex.com/join> and enter the Event code: 178 769 8017 and the Event password: MMAC1120. You do not have to download Webex to view the meeting; you may launch the meeting in the web browser. INTERNET REQUIRED.
2. Download the Webex app to your smartphone or tablet through your App store and enter the Event code: 178 769 8017 and the Event password: MMAC1120. INTERNET REQUIRED.
3. Call 1-866-692-4530 and when prompted enter the meeting code 178 769 8017# to participate in audio only mode. You will not be able to see any slides presented. INTERNET NOT REQUIRED.

**PLEASE NOTE: You must choose to either phone in and listen/speak OR use your computer audio/microphone and listen/speak.** If you do both, there will be ample feedback on the audio file. When you join the meeting by phone, please use the “Call Me” function to ensure your audio will connect to WebEx. Please make sure also to use your full name on WebEx so we are able to call on you during the public comment period.

## **DURING THE MEETING:**

### **\*\*\*HOW TO INDICATE YOU WOULD LIKE TO SPEAK VIA WEBEX CHAT:**

1. Mouse down to the bottom of the screen on Webex to the toolbar.
2. Click the speech bubble labeled “Chat”.
3. Type your FULL NAME and that you would like to provide public comment, including the topic.
4. Chat function will only be used for queuing public comments, NOT answering general questions.