Virtual Community Meeting Participation Guide for Meeting Attendees

Thank you in advance for sharing your time and knowledge with us. This guide will help explain what to expect and how to maximize our ability to communicate during the meeting.

INTRODUCTION

This virtual meeting will be held over Zoom, a video/audio conferencing platform. You can join by desktop/laptop, tablet, or smart phone with Internet connection. If you cannot join by desktop/laptop, tablet, or smart phone, you may call in to the meeting on a phone without an Internet connection, but you will not be able to view the presentation slides and other meeting materials for discussion.

The meeting will include a presentation describing the Envision Contra Costa 2040 initiative and the draft community profile for Clyde, followed by an interactive session where you and others will be able to discuss and provide input. We highly encourage participation by both video and audio to promote a collaborative discussion!

JOINING THE MEETING

To participate in the virtual meeting, you do <u>not</u> need to have a Zoom account. If you would like, you can create a Zoom account to test your video and audio capabilities and get acquainted with the conferencing platform beforehand, but it is not required to participate in a Zoom meeting.

Joining the Zoom meeting by **desktop or laptop** will offer you the best audio and video capabilities. You do not need to call in separately for audio if your desktop/laptop already has built-in microphone capabilities. For more information on Zoom system requirements, click <u>HERE</u>.

If you are unable to join the Zoom meeting by any of methods mentioned below or have any questions or concerns about using Zoom, please contact Ricardo Pozos at Rpozos@placeworks.com.

STEP-BY-STEP INSTRUCTIONS

DESKTOP/LAPTOP

1. Click on the Zoom meeting link provided in the invitation email. The link starts with http://zoom.us/j/... followed by a set of numbers, which is the Meeting ID number.

2. After clicking on the Zoom meeting link, you will be prompted to download Zoom's software. Follow the prompts and click "Open Zoom."

3. Zoom will automatically launch and connect you to the meeting.

4. If you cannot use your desktop or laptop's built-in microphone, you will need to also call in by phone to serve as your audio. The Zoom software will automatically provide call-in number options; the call-in numbers are also included in your Zoom meeting invitation. When prompted over the phone, enter in both your Meeting ID and Participant ID numbers.

TABLET OR SMART PHONE

1. Download the Zoom app (free) prior to the meeting.

2. Open the Zoom app, click the "Join" icon, and enter in the Meeting ID number which can be found in the Zoom meeting invitation.

3. Alternatively, you can join by clicking on the Zoom meeting link provided in the invitation email through your tablet or smart phone. The link starts with http://zoom.us/j/... followed by a set of numbers, which is the Meeting ID number. The downloaded Zoom app will launch automatically and connect you to the meeting.

PHONE ONLY

1. If you cannot join by desktop/laptop, tablet, or smart phone, you may call in to the meeting with one of the call-in numbers provided in the Zoom meeting invitation. Note that you will not be able to view the other participants, the presentation slides, or other meeting materials for discussion.

2. When prompted over the phone, enter in your Meeting ID number, which can be found in your Zoom meeting invitation.

OTHER TIPS FOR MEETING PARTICIPANTS

To help us see and hear each other and hold a successful meeting, we recommend the following steps before and during the meeting:

- **Test Your Camera and Microphone.** Test that your camera and microphone function properly ahead of time and that they provide clear sound and video quality.

- **Use a Headset.** Use a headset connected to your computer audio so that your audio will be clear and loud enough to others and to reduce the chance for feedback.

- **Find an Ideal Environment.** Situate yourself in an environment that is indoors and has the most reliable Internet. A lighting source in front of and/or above you will help you be more visible to others.

- **Minimize Audible Distractions.** Turn off all audible notifications for other programs such as email notifications so that they do not chime in the background during the meeting.

- **Use an Ethernet Cable for Internet.** If you don't have reliable WiFi, connect to the Internet with a physical cable connection. This will increase the reliability of your Internet and provide greater speed and service.

- **Keep Meeting Materials Nearby.** We will email meeting materials, including an agenda, the draft community profile, and a map of preliminary land use map changes, before the meeting. Please have these materials handy to refer to during the meeting.