



Town of East Greenwich
Virtual Meeting Guidelines

The Town of East Greenwich is conducting a virtual Town Council meeting on Monday, March 30, 2020 at 7 pm and a School Committee Meeting on Tuesday, March 31, 2020 at 7 pm. The information below is provided to assist our residents and others with the technical information to attend.

- Smartphones, tablets, laptops, computers (this option enables you to view the Council (panelists) in a gallery view).

Those wishing to attend the Town Council webinar should click on the published link

<https://zoom.us/j/961964594>

You will be prompted to either JOIN or DOWNLOAD the zoom tool. The download will require a second step to install the application. This is a personal choice.

To join you will be asked for your name and email. Your name is all that is required.

- Telephone (audio only – you will be able to hear all of the communication during the meeting)

Those wishing to attend should dial one of the following numbers:

(312) 626 - 6799
(929) 205 - 6099
(346) 248 - 7799
(669) 900 - 6833
(253) 215 - 8782
(301) 715 - 8592

Enter the Council meeting id: 961 964 594

followed by # and then # again (there are no participant id's)

- School Committee Meeting information

Published link: <https://zoom.us/j/743543491>

Same phone numbers as above.

Meeting id: 743 543 491

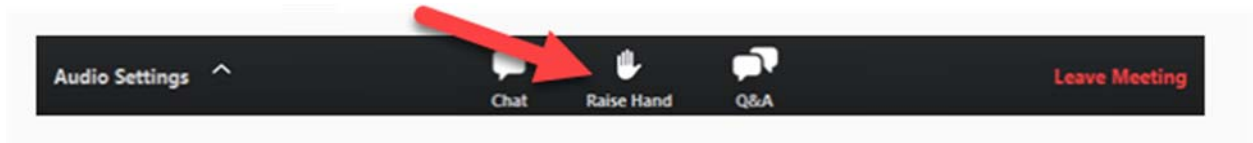
Followed by # and then # again (there are no participant id's)

Once the host has started the meeting and you have joined, on a computer, you will see the Council on the screen (panelists) in gallery view and controls at the bottom of your screen.



Town of East Greenwich Virtual Meeting Guidelines

At the appropriate time the meeting will be open for questions and comments. To be recognized, you will need to “raise your hand”.

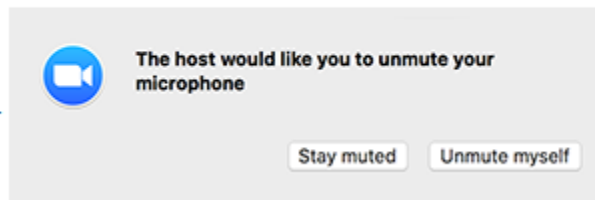


Note: Some attendee controls will be disabled by the host.

During the public comment session of the meeting, anyone who wishes to be heard will be allowed to speak. Only one commenter at a time will be allowed to speak to ensure the comment is clearly heard and recorded.

Unmute/Mute: If the host gives you permission, you can unmute and talk during the webinar. All participants will be able to hear you. If the host allows you to talk, you will

receive a notification.



Please be prepared to state your name and address. Direct your question or comment to the Council President or School Committee Chair and you will then be acknowledged with a response.

On a phone, if you would like to raise your hand, the *9 combination alerts the host that you would like to speak.

For more detailed information about the zoom platform and attendee information you can visit the zoom web page.

<https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar-attendee->