

# VIRTUAL PUBLIC MEETING PARTICIPANT GUIDE

## ABOUT THE MEETING

October 5, 2021 | 5:00 - 8:00 p.m.

Presentation 5:00 - 5:30 p.m. | Q&A 5:30 - 8:00 p.m.

- The meeting platform being used is Zoom; there is 1,000 participant capacity.
- If the meeting reaches capacity, others may leave and open up spaces so check back often. A live-stream of the meeting will be broadcast on the UDOT Heber Valley EIS Facebook group to accommodate additional viewers.
- A presentation will be given once at the start of the meeting. If you join late, you will miss the presentation. A question and answer period will follow the presentation.
- The meeting and chat will be recorded as part of the project record.

## JOINING THE MEETING FROM A COMPUTER OR AN APP

- ✓ Go to [hebervalleyeis.udot.utah.gov](https://hebervalleyeis.udot.utah.gov) to access the link for the meeting.
- ✓ Ensure you have either speakers or headphones to listen to the meeting.



## LISTENING TO THE MEETING ON A PHONE

Call in to listen to the meeting from a phone by dialing:

**1-720-707-2699 | 1-888-788-0099 Toll-free | Meeting ID: 875 9030 9489 | Passcode: 694468**

Press \*9 to “Raise Hand” if you would like to speak during the question/answer time. Your hand will be lowered by the moderator after you speak.

## ASKING A QUESTION FROM A COMPUTER

- During the meeting, click  at the bottom center of your PC or Mac screen.
- At the bottom of the window, click . When it is your turn, the moderator will unmute you.

## ASKING A QUESTION FROM A MOBILE DEVICE OR TABLET ON THE ZOOM APP

- Click  and then select .
- To cancel your request, lower your hand. Lower it by clicking the  button and selecting .

## DURING THE MEETING

- Only the presenter will be speaking during the presentation. All participants will be muted when the presenter is speaking.
- Following the conclusion of the presentation, the project team will answer as many questions as possible during the remaining time.
- Participants will be able to ask questions through the chat box or verbally. Verbal questions are limited to three minutes.
- Verbal questions can be made by using the “Raise Hand” feature.
- Each medium will be alternated after each question asked, e.g. chat box, verbal, chat box, etc.
- Participants will be limited to one question in order to make sure as many people as possible have an opportunity to ask a question. Questions will be answered in the order they are received.
- Submitting a written question on any medium during the meeting does not guarantee it will be answered at that time. The project team will collect all questions submitted during the meeting and through the public comment period and group these according to commonly asked subjects. A frequently asked questions guide will be developed to address those subjects and posted on the project website.
- Please respect the group and presenter. Questions or comments that include foul language, threats or obscenity will be deleted at UDOT’s discretion. Those individuals will also be removed from the meeting.
- While useful to the project team, comments submitted during the meeting either verbally or through chat are not considered comments included in the project record. Please submit comments on the EIS through the official project channels (email, website, voicemail, letter mailed to the project team) during the public comment period of October 5 to November 4, 2021:

 Website: [hebervalleyeis.udot.utah.gov](https://hebervalleyeis.udot.utah.gov)

 Email: [hebervalleyeis@utah.gov](mailto:hebervalleyeis@utah.gov)

 Project phone: 801-210-0498

 Heber Valley Corridor EIS c/o HDR  
2825 E Cottonwood Parkway # 200  
Cottonwood Heights, UT 84121

### **Individuals Requiring Accommodations**

*For those without internet access or needing accommodations including but not limited to translation or captioning, please notify the project team at 801-210-0498 for assistance with participating in the meeting, viewing materials or providing comments.*

## AFTER THE MEETING

To view a recording of the public meeting, visit the project website. An email notification will be sent when the recording is posted on the website.

The environmental review, consultation and other actions required by applicable Federal environmental laws for this project are being, or have been, carried out by UDOT pursuant to 23 U.S.C. 327 and a Memorandum of Understanding dated January 17, 2017, and executed by FHWA and UDOT.