

# VIRTUAL PUBLIC MEETING PARTICIPANT GUIDE

## ABOUT THE MEETING

August 27, 2020 6-8 p.m.

- The meeting platform being used is Zoom.
- There is a 1,000 participant capacity.
- If the meeting reaches capacity, others may leave and open up spaces.
- The meeting will also be live streamed via Facebook to the UDOT Heber Valley Corridor EIS group.
- The format of the meeting is presentation style, where the project team will take participants through the information, similar to how your local governments go through an agenda. If you join late, you may miss parts of the presentation.
- The meeting and chat will be recorded as part of the project record and will be available to view on the project website after the meeting.

## JOINING THE MEETING FROM A COMPUTER OR AN APP

- ✓ Go to [hebervalleyeis.udot.utah.gov](http://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:

**1-346-248-7799** | **Meeting ID:** 978 9779 4461 | **Passcode:** 360469

**Press \*6** to unmute/mute yourself when it is your turn to speak.

**Press \*9** to "Raise Hand" if you would like to speak during the question/answer time. Your hand will be lowered by the moderator when it is your turn.

## ASKING A QUESTION FROM A COMPUTER

- During the meeting, click on the icon labeled "Participants" at the bottom center of your PC or Mac screen.
- At the bottom of the window on the right side of the screen, click the button labeled "Raise Hand." When it is your turn, the moderator will unmute you.
- To cancel your request, lower your hand. Lower it by clicking the same button, now labeled "Lower Hand."

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

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

## DURING THE MEETING

- Only the presenter will be speaking. 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 FAQ 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.
- Questions and comments made during the meeting are helpful to the project team, but we ask that you please submit formal comments on the EIS through the official project channels (email, website, voicemail, letter mailed to the project team) during the public comment period of August 27 to September 26, 2020:

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

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

 **Project phone:** 801-210-0498

### **Individuals Without Internet or With Translation Needs**

*For those without internet access or needing Spanish translation, please notify the project team at 801-210-0498 for accommodations in viewing materials and 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.