How do I participate in a virtual public meeting with the SMTC?

Registering

- Register using the link provided. The name you provide at registration will be the name displayed on Zoom during the meeting, so please use your real name! (Note: Please DO NOT include any special characters, such apostrophes, in your name.)
- You will receive a confirmation email within 1 business day, **which will include the link to join the meeting. IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL FROM ZOOM WITHIN 1 BUSINESS DAY, PLEASE EMAIL US AT contactus@smtcmpo.org SO THAT WE CAN SEND YOU THE LINK DIRECTLY.**
- Your confirmation email and the meeting link provided in that email are unique to you; do not forward or share your confirmation email. If you have friends or colleagues that also want to join the meeting, please have them complete their own registration at the link provided.

Using Zoom – prior to the meeting

- Download and install the **free** Zoom desktop client or mobile app from the Zoom Download Center.
- Go to Zoom's website for more information about joining a meeting, or review Zoom's FAQs for users.
- Join a test meeting to make sure your connection and your audio will work properly!
- If you plan to call-in from a phone (not join via computer or mobile app), you can review more detailed instructions here.
- Note that meetings are also live-streamed on our YouTube channel, if you would prefer to watch the meeting without downloading Zoom (however, you will not be able to ask questions live through YouTube). A recording of the meeting will also be available on YouTube.

Meeting controls and technical difficulties during the meeting

- All participants will be placed in the Waiting Room until the host lets you in to the meeting.
- All participants will be muted upon entry. You will not be able to unmute yourself unless the host requests that you unmute (during introductions and/or Q&A portion of the agenda).
- The meeting will be recorded. By joining the meeting, you are consenting to being recorded. The recording will be posted on the SMTC's YouTube channel after the meeting.
- If you are having technical issues, send the host a message in the chat, email contactus@smtcmpo.org, or call the SMTC office at 315-422-5716.

If using desktop client or mobile app:

- You will not be able to send private chat messages to other participants; however, you will be able to chat with the host or to send a message to the entire group publicly.
- Use "Raise Hand" (in Reactions) during the Q&A portion of the meeting to get into the queue to ask your question; the host will then send you a request to unmute when it is your turn to speak.

Zoom screen with meeting controls (desktop).

If joining by phone (i.e. traditional "call-in" – NOT mobile app)

- You will not be able to use the chat feature unless you are on a computer or mobile app.
- If you would like speak in the meeting (for example, during Q&A), raise your hand by pressing ***9** on your keypad. The host will then send you a request to unmute.
- Press ***6** on your keypad to unmute (and make sure that your phone's microphone is not muted).

Expectations for participant conduct, aka "Ground Rules"

- This is a discussion forum, not a debate. There is no winner.
- Please be respectful of the other participants and our guest speakers. You may express disagreement, but not disrespect. Please refrain from personal attacks!
- No one person should dominate the discussion; please keep your comments/questions succinct and relevant to the topic of the meeting.
- You are encouraged (though not required) to keep your video on. We feel this encourages interaction and helps to make the virtual meeting more like a "real" meeting. You are welcome to use a virtual background but please refrain from using background images that could be offensive to other participants or include political statements; please no background videos as they are distracting.
- The meeting host may mute your audio, turn off your video, or place you in the Waiting Room at any time for any behavior that is distracting or disruptive to the meeting.
- Consistent with the SMTC's Social Media Policy (adopted March 2011), language or actions that contain any of the following forms of conduct will not be allowed, and may result in permanent removal from the meeting:
  1. Comments in support of or opposition to political campaigns or ballot measures or that are politically biased;
  2. Profane language or content;
  3. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
  4. Sexual content or links to sexual content;
  5. Solicitations of commerce;
  6. Conduct or encouragement of illegal activity;
  7. Information that may tend to compromise the safety or security of the SMTC, the public or public systems; or
  8. Content that violates a legal ownership interest of any other party.