

Multnomah County Transportation

2023 Zoom Meeting Guidelines - EMCTC

It is a high priority for Multnomah County Transportation to provide the clearest path to equitable distribution and accessibility of all materials for their meetings.

We ask presenters to provide us with a copy of their presentation and any other materials within 3 days of the agenda being distributed. Once we receive those, they are uploaded to Dropbox and the EMCTC website.

You do not need to create a Dropbox account for access to these materials; you can click on a link provided in the agenda each month to be able to view and/or download materials, including any Zoom recordings and transcripts uploaded after each meeting.

We also provide you with access to a Zoom quick reference guide in Dropbox and links to other Zoom resources at the end of the Zoom meeting instructions attached to the meeting agenda.

We are available 30 minutes before a meeting begins if you need to test access or a presentation.

EMCTC meetings are recorded and closed captioning is activated. You may access the closed captioning feature by clicking on the toolbar icon with two letter C's, it's usually a few icons right of center on the toolbar.

The “raise hand” feature, used when you’d like to comment or ask a question, is also available on the main toolbar under the “Reactions” icon and may be used to display other reactions during a meeting.

We ask everyone to wait until the end of a presentation for questions and comments unless otherwise directed.

Participants may use the chat feature to share links and clarify information.

Along with any meeting video, audio and transcripts the contents of the chat window will become part of the public information record for the meeting.

All of these are available for review within 24 to 36 hours in the meeting Dropbox folder link referenced in the agenda for the meeting.

We would like to remind everyone that transcripts are software generated; the video and sound recordings are the most accurate reflections of the meeting.

Presenters, unless otherwise specified before the meeting or at the beginning of the presentation, we will be assisting you in advancing your presentation.

If you should lose connectivity or have other technical problems with your presentation, we are ready to share your presentation if a copy has been forwarded to us.

Please acknowledge any phone participants first when asking for a response, questions or comments and allow them about 5 seconds to unmute.

Phone participants can use #6 to toggle back and forth between mute and unmute.

If you have a response, question or comment and are joining us by phone, press #9 to use the raise hand feature. The host will need to lower your hand after your opportunity to comment or ask a question is over.

Enjoy this month's meeting!