

Multnomah County Transportation Zoom Meeting Guidelines - EMCTC

Good afternoon everyone, my name is _____, and I use _____
Pronouns. Here is a quick review of the meeting guidelines for this meeting.

It is a high priority for us to be able to provide the clearest path to equitable distribution and accessibility of all materials for each meeting.

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 the link provided each month and you'll be able to view and/or download materials, including Zoom recordings and transcripts uploaded after each meeting.

We 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 agenda every month.

We are available in the Zoom meeting 30 minutes before a meeting officially begins in case you need to test your access or a presentation.

Today's meeting is being recorded and Closed Captioning is activated. You may activate access to the closed captioning feature by clicking on the

toolbar icon with two capital letter C's, it's 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, please limit using the chat feature to sharing links and clarifying information you make reference to in your conversations so that everyone may access them after a meeting.

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

All of these are available for review within 24 to 36 hours, after a meeting in the meeting Dropbox folder. They can be accessed via the same Dropbox link we provide for you at the top of each meeting agenda.

We would like to remind everyone that the 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, I will be assisting you in advancing your presentation.

You may handle your own 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.

If there are no questions or feedback at this time, I am available via the chat feature during the meeting.

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 today's meeting!