

# Public Meeting

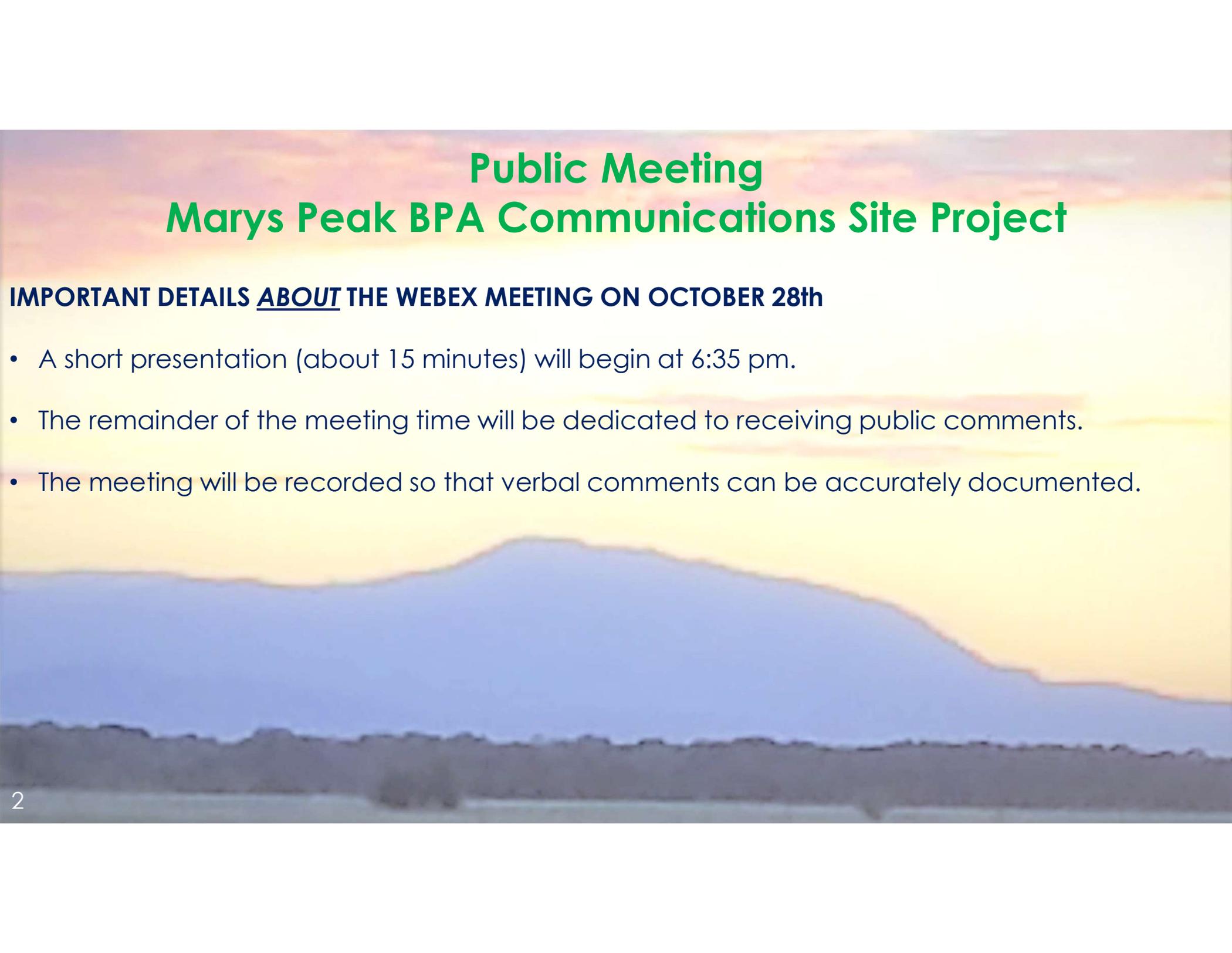
## Marys Peak BPA Communications Site Project

- Download Webex Meetings at <https://www.webex.com/downloads.html>.
- Please **TEST** your device's connection **PRIOR** to **Oct. 28th** to ensure it is ready to use Cisco WebEx.
  - Go to: <https://www.webex.com/test-meeting.html> to enter the WebEx test environment.

Try out a real  
Webex online meeting.

Test a video meeting on your device.

Join



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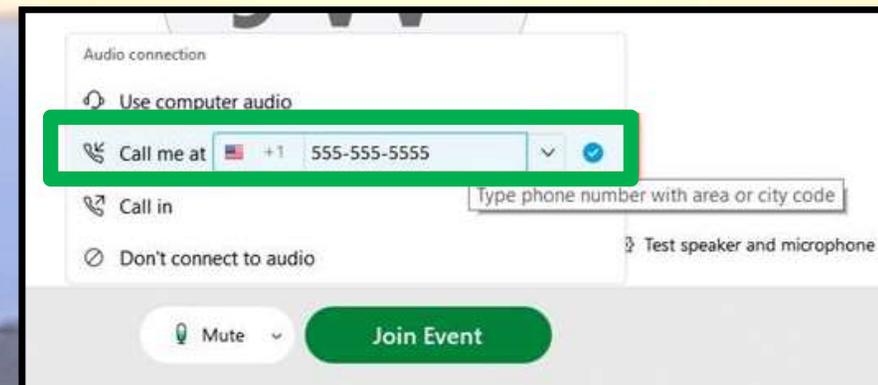
### **IMPORTANT DETAILS ABOUT THE WEBEX MEETING ON OCTOBER 28th**

- A short presentation (about 15 minutes) will begin at 6:35 pm.
- The remainder of the meeting time will be dedicated to receiving public comments.
- The meeting will be recorded so that verbal comments can be accurately documented.

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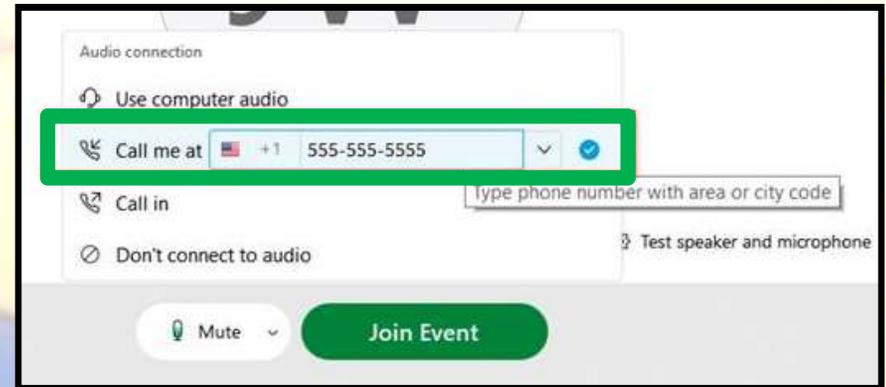
- When entering WebEx on the 28<sup>th</sup> for the public meeting, please enter your name, email address and then **click the “Join Now” button**.
- Once the Webex application opens, select your desired audio option by **clicking the “Audio” button** located just above the green Join Event button.
- For best audio quality and to avoid potential microphone interferences, BPA recommends using the **“Call me at”** option by entering the phone number you would like WebEx to call you at to connect your audio.
- **Click the “Join Event” button** to connect your audio and enter the Webex public meeting environment.

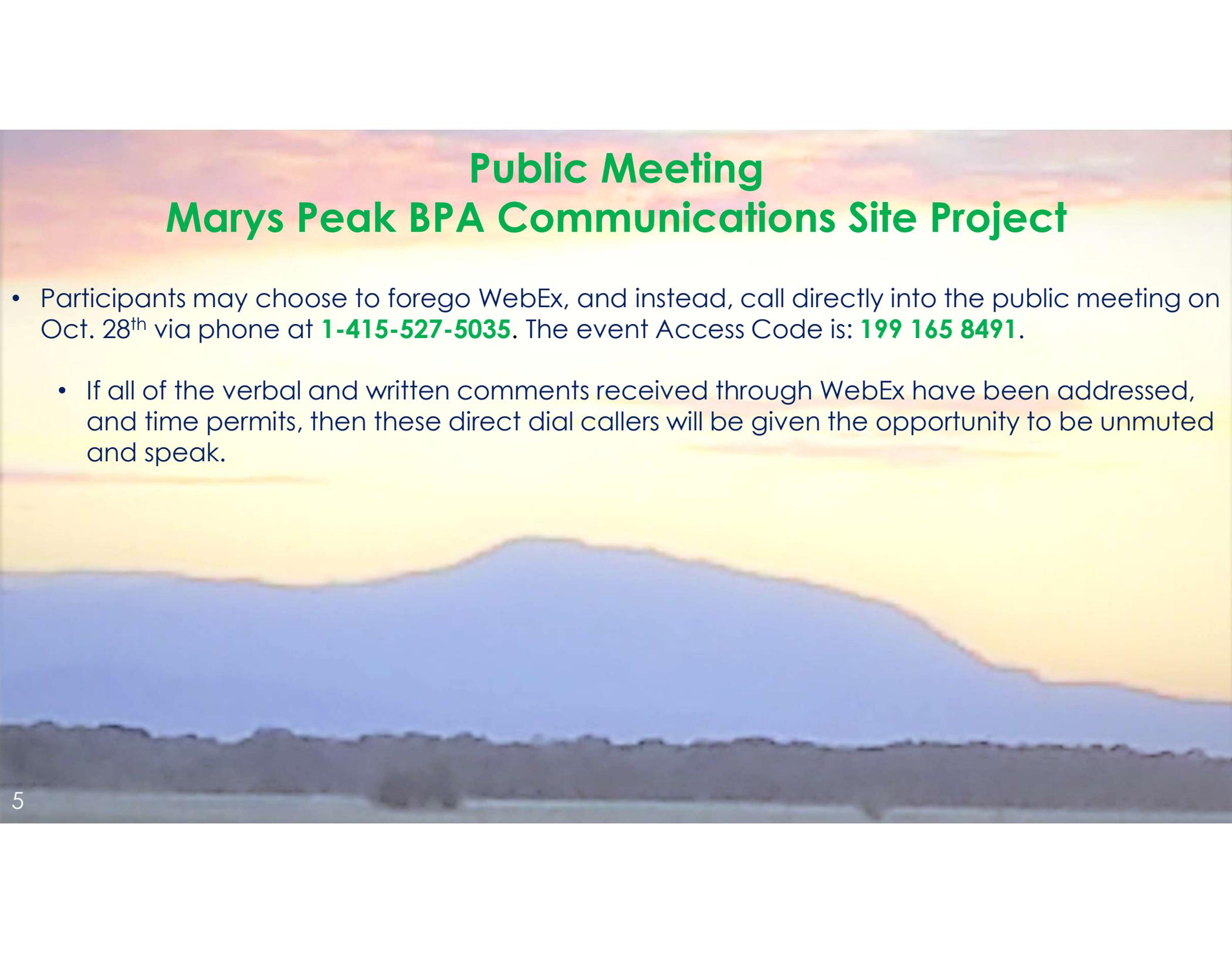


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- For participants who utilize “**Use computer audio**” or “**Call me at**” audio options, there will be two methods (verbally or in writing) to submit or questions/comments during the public meeting.
- Once a participant has connected their audio connection successfully, step-by-step instructions on how to comment during the virtual public meeting are found on Slide #6.





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- Participants may choose to forego WebEx, and instead, call directly into the public meeting on Oct. 28<sup>th</sup> via phone at **1-415-527-5035**. The event Access Code is: **199 165 8491**.
- If all of the verbal and written comments received through WebEx have been addressed, and time permits, then these direct dial callers will be given the opportunity to be unmuted and speak.

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Two methods to submit comments/questions during this public meeting

### Method #1 – Verbally

**Step 1** – Click the “Participants” button to open the participants panel

**Step 2** – In the participants panel, click on the raise hand button  to signal to the host you would like the opportunity to speak

**Step 3** – Wait for the meeting host to call upon and unmute you

**Step 4** – When called upon, speak your question or comment for all to hear (2 minute maximum please)

**Step 5** – Click the raise hand button again to lower your hand

OR

### Method #2 - In Writing

**Step 1** – Double click the “Q&A” bar to expand the Question and Answer panel

**Step 2** – In the Q&A panel, use the ask “All Panelists” option, type your comment or question in the text box, and press Send

**Step 3** – Wait for a panelist to read your submitted text aloud for all to hear (will be read in the order received), and then responded to verbally by a designated panelist best suited to address the topic

