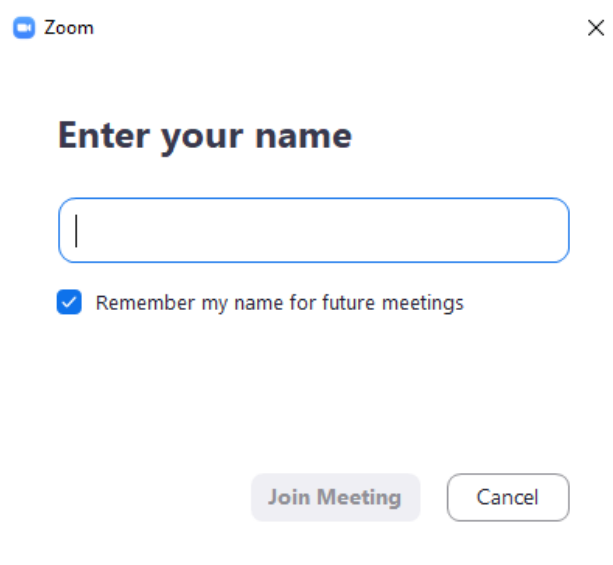


## How to connect to virtual meetings of the Boston Region Metropolitan Planning Organization (MPO):

We will be using the Zoom platform for virtual MPO meetings. We recommend using a computer to connect to the virtual MPO meeting, as the presentations may be difficult to read on a smaller device. You will be able to join the meeting half an hour before its scheduled start time. We recommend joining the meeting early to provide time to troubleshoot issues you may encounter. We also recommend that you close other applications running on your computer for the duration of the meeting.

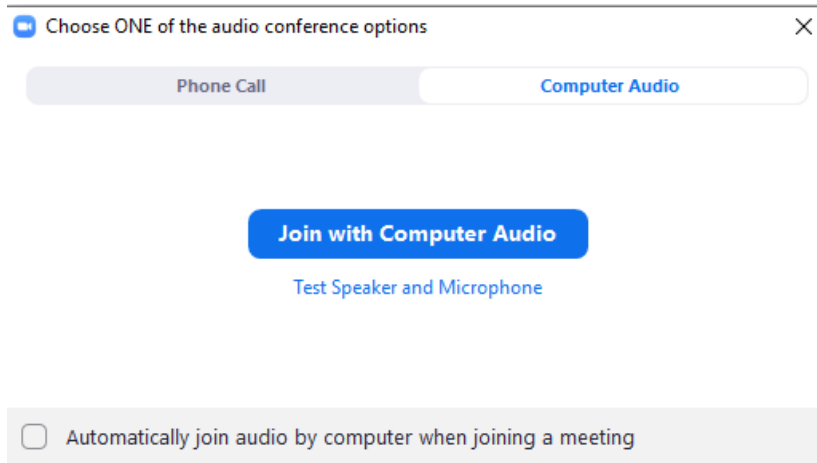
Click on the invitation URL provided by MPO staff: <https://zoom.us/j/976651266>

A download of the Zoom platform will automatically begin. After opening the file, you will be prompted to enter your name. **Please enter your first and last name** and click the “Join Meeting” button.

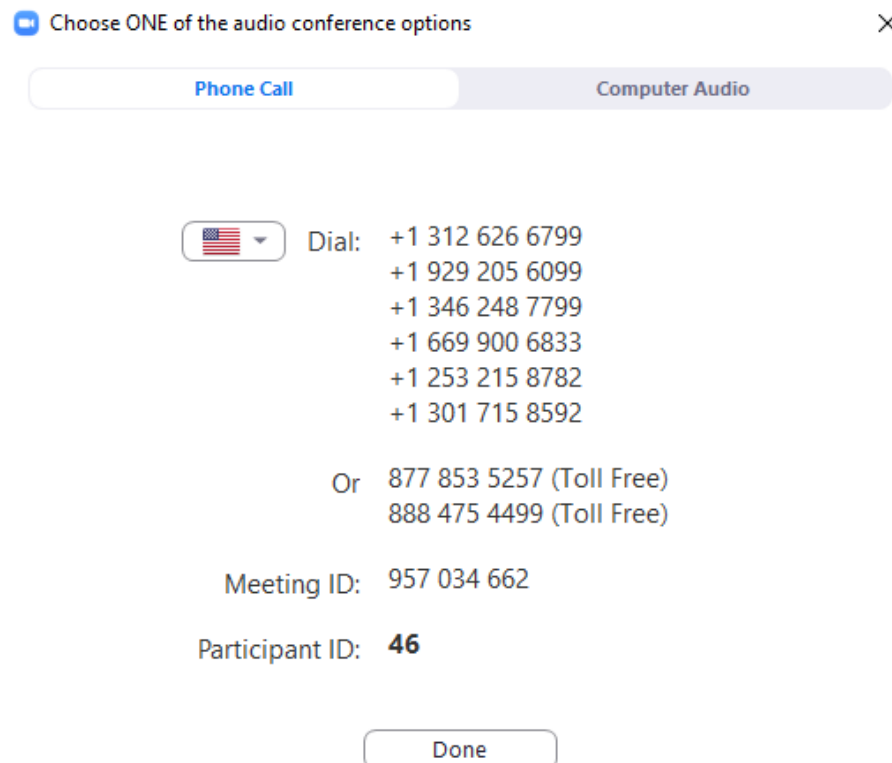


The image shows a Zoom application window titled "Zoom" with a close button (X) in the top right corner. The main heading is "Enter your name". Below the heading is a text input field with a vertical cursor. Underneath the input field is a checked checkbox labeled "Remember my name for future meetings". At the bottom of the dialog are two buttons: "Join Meeting" and "Cancel".

If this is your first time joining a Zoom meeting from this device, you will be asked to allow Zoom permission to access the camera and microphone. You will be prompted to choose an audio conference option.

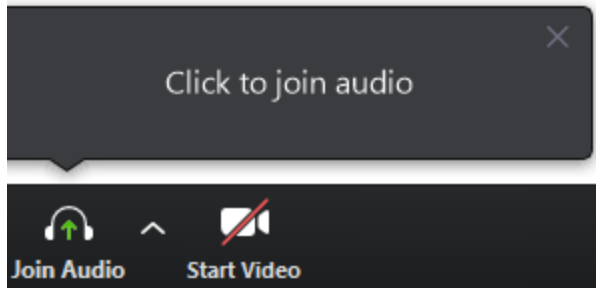


If your computer has a microphone, click the “Join with Computer Audio” button to connect to the meeting. If you do not have a microphone, select the “Phone Call” tab.

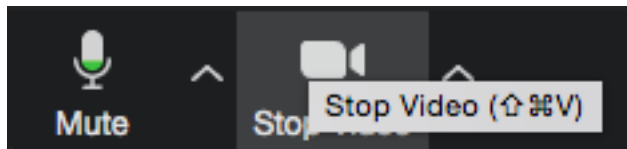


To connect via phone, dial one of the toll-free phone numbers, (877) 853-5257 or (888) 475-4499, and follow the prompts to enter the meeting ID and your participant ID.

If you are not prompted to select an audio conference option, or if your attempt to connect to the conference fails, click the “Join Audio” button (found in the lower left-hand corner) to try again.



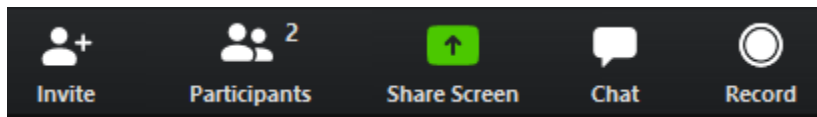
If your computer has a webcam, click the “Start Video” button to enable video.



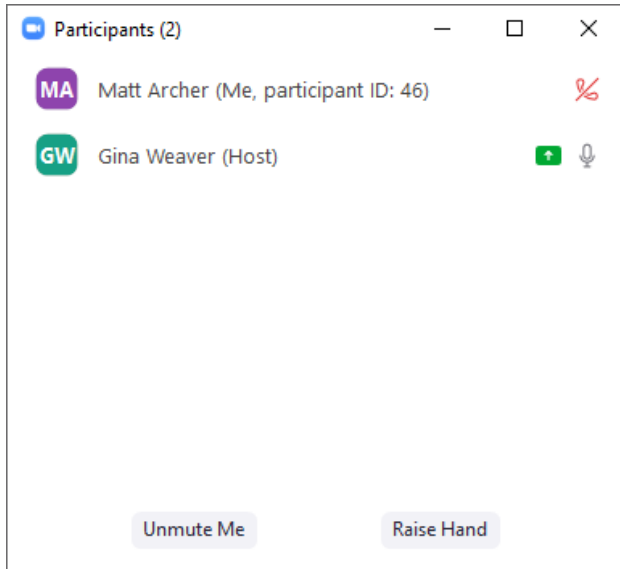
Please note that you are not required to have a camera to join the meeting, but you will not be able to transmit your video. You will be able to listen to video calling and view any screen sharing.

### **Participating in virtual MPO meetings:**

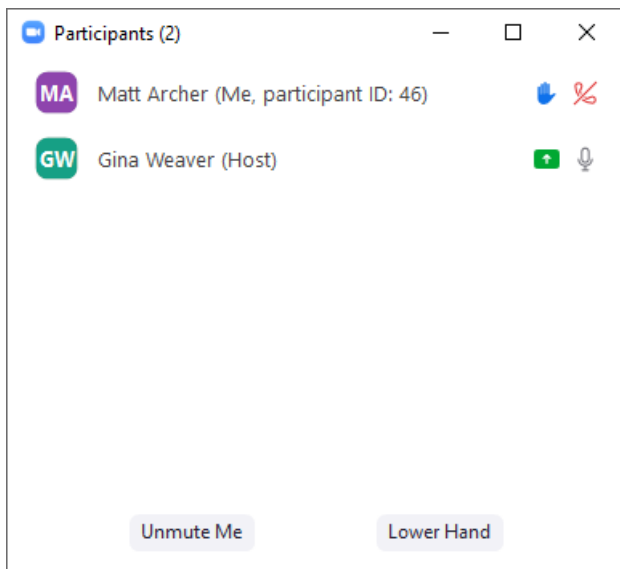
Your microphone/phone will be muted upon entering the meeting. This is done to prevent an excessive amount of background noise during the meeting. During the meeting, you can request to be unmuted by clicking the “Raise Hand” button. To access the button, click on the “Participants” button found on the bottom of the screen.



A list of participants in the meeting will be displayed.

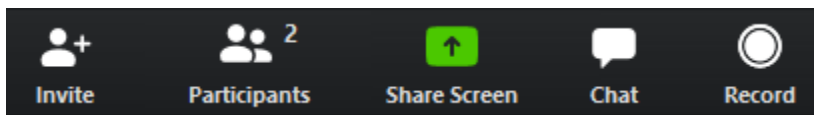


Clicking the “Raise Hand” button will show other participants that you wish to speak.



After you raise your hand, you will need to wait for the chair to recognize and unmute you before speaking. After your question or comment has been addressed, please click the “Lower Hand” button. You will then be returned to the muted state.

If you are having technical difficulties, please use the chat button at the bottom of the screen to notify the host (Matt Archer).



MPO staff member, Matt Archer, will help solve your problem. If you are having difficulties and cannot use the chat space, please email Róisín Foley at [rfoley@ctps.org](mailto:rfoley@ctps.org) or Kate White at [kwhite@ctps.org](mailto:kwhite@ctps.org) for assistance.

During the public comment section of the agenda, staff will read written comments that had been submitted by project proponents prior to Wednesday, March 18, 2020, at noon. Following the written comments, members of the public may speak by selecting the “Raise Hand” button and waiting for the chair to call their name. During this time, we ask that members of the public who wish to provide comment identify themselves by first and last name and affiliation for the public record and then provide their comment. The chat space is reserved for questions regarding technical difficulties.

To adjourn the meeting, the chair will conduct a roll call asking each member if they object. The motion will be recorded as carried with no objection if no members object.