



# The Commonwealth of Massachusetts

## Division of Marine Fisheries

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### **DMF to Host Trial Webinar for Upcoming Public Hearings and Post Public Hearing Records to YouTube Channel**

On Friday, November 13, 2020 DMF announced it would hold two virtual public hearings on proposed amendments to regulations affecting fixed gear fishing and protected species. The public hearings are scheduled to occur by Zoom webinar at 6PM on December 8 and December 9 (see [Notice](#) for more details). Some concerns have been expressed that the virtual hearing format may impact participation, as some stakeholders are not familiar with the webinar technology. In response, DMF is taking two actions. First, DMF will be holding a “[trial run webinar](#)” on Monday, November 23, 2020 at 6PM. The purpose of this activity will be to provide interested parties with the opportunity to learn how to login to and use the Zoom webinar platform. Second, DMF will be making the recordings of the public hearing webinars available directly to those individuals who cannot attend. This will be principally accomplished by posting the webinar to [DMF’s YouTube channel](#). Further details on these actions, including information on how to log on to the trial run webinar, are provided below.

#### **ZOOM Webinar Trial Run**

At 6PM on Monday, November 23, 2020, DMF will host a trial run webinar for its upcoming public hearings. The purpose of this is to provide individuals with the opportunity to learn how to use the webinar platform in advance of the hearing. This will help ensure that participants can login to the hearing, access the audio and visual components of the presentation, and can submit verbal questions and comments. You will find instructions below regarding how to attend the webinar using a computer, smart device, or by calling in. Note that if you use the call in option, you will only be allowed to listen in and you will not be able to see the presentation or comment. If you are unable to attend this trial run webinar, there are a number of [YouTube](#) videos on how to use Zoom. To find these videos type “how to use Zoom” into the [YouTube search bar](#).

#### *Instructions for Login by Computer*

Click the blue text for the [webinar link](#). When prompted click “join a meeting.” In the prompt fields, enter the Webinar ID (856 8310 3792) and your name (e.g., Joe Smith). Then click “join”. This will bring you to a prompt to enter the meeting password. Enter the meeting password (461504) then click “join” again. You will now be prompted to finish your registration. Enter your name (e.g., Joe Smith) and your e-mail address (joe.smith@email.com), then click “Join Webinar”. If prompted to allow Zoom to access your computer’s microphone, select “ok” or “yes”.

If you intend to submit verbal comment, make sure that your computer is equipped with an internal microphone. If you are using Windows, navigate to the “Control Panel” through the start menu. Then click on “Hardware and Sound” followed by “Sounds.” You should see your microphone options on this screen. If you are using a Mac, navigate to “Systems Preferences” and then to “Sound” followed by “Input.” On this screen you should see if you have an internal microphone. If you do not have an internal microphone, you can use a smart device, obtain an external microphone or headset for your computer, or listen along on your computer and submit a written comment.

#### *Instructions for Login by Smart Device*

Download the Zoom application from your application store and install it on your smart device. If you already have downloaded Zoom, you can skip this step. Once the application is installed, load it by tapping it. Once opened, the application will bring you to a main menu screen. Click the “join” icon. When prompted, enter Webinar ID (856 8310 3792) then click “join”. This will bring you to a prompt to enter the meeting password. Enter the meeting password (461504) then click “continue” again. You will now be prompted to register for the webinar. Enter your name (e.g., Joe Smith) and your e-mail address (e.g., joe.smith@email.com), then click “ok”.

#### *Instructions for Calling In*

To call into the webinar, dial 1-929-436-2866. You will receive a voice prompt for the meeting ID. Enter the Webinar ID (856 8310 3792) followed by the # key. There will be another voice prompt for a Participant ID. You do not need a Participant ID, so press the # key to continue. You will receive a final voice prompt for the meeting password. Enter the password (461504) and press the # key.

#### **Public Hearing Recordings and DMF’s YouTube Channel**

If you encounter technical difficulties logging into the public hearing webinars or are unable to attend the public hearing webinars, DMF will be posting the webinars on our [YouTube channel](#) immediately following the conclusion of the hearing. This will provide interested parties with the opportunity to review DMF’s public hearing presentation and listen to questions asked and comments provided at the hearing. You are then welcome to submit written comment until 5PM on December 18, 2020. Upon request, DMF can also provide an individual with the audio or video recording file of the hearing.

Written comment is to be submitted by e-mail ([marine.fish@mass.gov](mailto:marine.fish@mass.gov)) or by post to the attention of Director McKiernan, 251 Causeway Street, Suite 400, Boston, MA 02114. Given the pandemic, our access to our Boston office is limited and e-mail is the preferred method for submitting written comment. If you have further questions about accessing this public hearing, please contact Jared Silva directly ([jared.silva@mass.gov](mailto:jared.silva@mass.gov); 617-634-9573).