



East-West Passenger Rail Study

Online Advisory Committee Meeting

September 30, 2020 from 1:00 PM – 2:30 PM

Instructions for PUBLIC ATTENDEES on Joining and Participating

This document includes detailed instructions for members of the public for joining and participating in the meeting. **Advisory Committee members should not use this document.** If you have any further questions, please email Makaela Niles, MassDOT Project Manager, at Makaela.Niles@dot.state.ma.us.

Quick Meeting Information:

Link to join online: <https://us02web.zoom.us/j/86420599242>

Joining by phone: 1 (929) 205-6099 or 1 (301) 715-8592

Webinar ID: 864 2059 9242

General Recommendations:

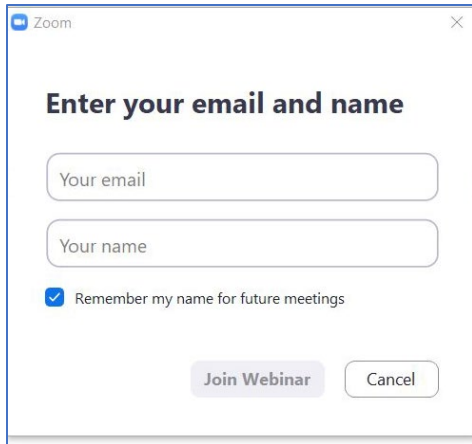
- If possible, use a computer to connect to the meeting, as the presentation may be difficult to read on a smaller device.
- Close other applications running on your computer for the duration of the meeting.
- If you have previously downloaded Zoom, **please ensure there are no software updates needed (i.e. you are using the latest version).**
- We recommend joining the meeting about 5-10 minutes early to allow time for downloading Zoom if you have not used it before.

Joining the Meeting:

How to Join using the Zoom application (recommended)

1. Click on the following meeting URL: <https://us02web.zoom.us/j/86420599242>

- A download of the Zoom application will automatically begin. After opening the file, you will be prompted to enter your email address and name (see below).

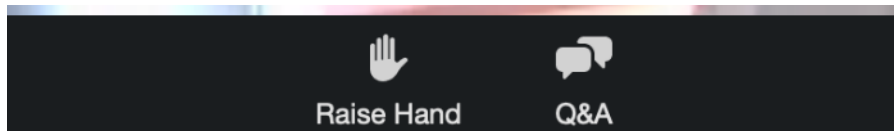


2. Please enter your email, first and last name and click the "Join Webinar" button.

Participating in the Meeting

There will be time after the presentation for Q+A. Your webcam video cannot be turned on at any point in the meeting, and all attendees will be muted upon joining to prevent excessive background noise during the presentation.

You may use the "Q+A" button in the black bar at the bottom of the screen to submit a typed question or comment. **Please share only one question at a time, so others may have the opportunity to share.**



We will respond verbally to questions and comments that have been submitted in the Q&A feature as time permits.

If you wish to share your question or comment verbally, you can press the "Raise Hand" button. *Please wait to raise your hand until the Q+A portion of the meeting begins.* Attendees will be called upon in the order they raise their hands. After you raise your hand, you will need to wait for the moderator to recognize and unmute you before speaking. After you share your question or comment, we will lower your hand and you will then be returned to the muted state.

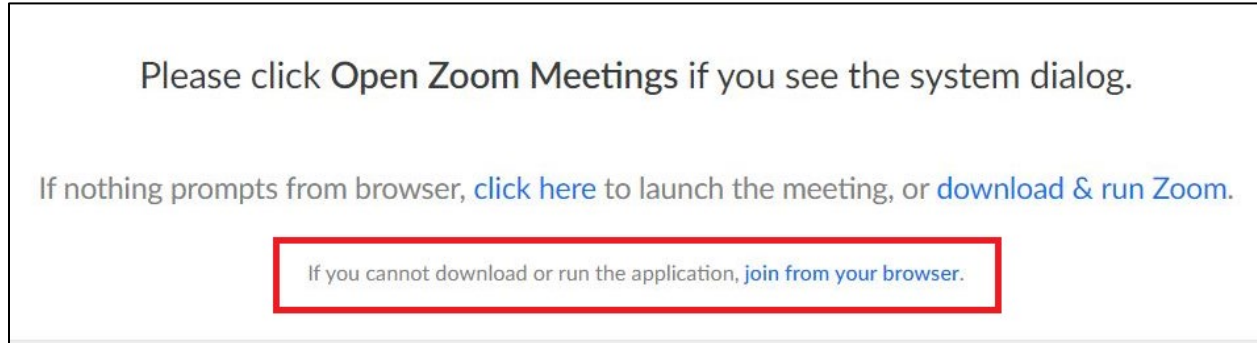
You may also submit your comments if we run out of time, after the meeting, to Makaela Niles, MassDOT Project Manager, at Makaela.Niles@dot.state.ma.us.

How to Join without downloading the Zoom application

(not recommended due to limited features)

Note: You will *not* have audio sharing capabilities with this option. If you would like to share a comment or question, you must type it in the Q+A feature.

1. Click on the following meeting URL: <https://us02web.zoom.us/j/86420599242>
 - A download of the Zoom application will attempt automatically
2. Close the automatic download window pop-up and click on "If you cannot download or run the application, join from your browser" as shown below.



3. You will be prompted to enter your name and email address to then join the meeting.

How to Join via Phone only

1. Call: **1 (929) 205-6099** or **1 (301) 715-8592**
2. Enter the following Webinar ID when prompted: **864 2059 9242**
3. When asked for a Participant ID, just press the pound or hashtag (#)

You may review the presentation on the website (www.mass.gov/east-west-passenger-rail-study) – we will post the presentation the morning of the meeting.

Participating in the Meeting by Phone Only

If you are joining by phone only, you will be muted upon joining the meeting.

If you would like to share a question or comment during the Q+A portion of the meeting, you may **"raise your hand" by pressing the star button and then nine (*9)**. *Please wait to raise your hand until the Q+A portion of the meeting begins.* Attendees will be called upon in the order they raise their hands.

When it is your turn to speak, you will be notified that you are unmuted. After you share your question or comment, you will be placed again on mute.