

Rourke Bridge Replacement Project

Online Working Group Meeting

July 16, 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. The meeting is intended as a working session for Working Group members; however, time has been reserved at the end of the meeting for public comments and questions. **Working Group members should not use this document.** If you have any further questions, please email Kate Barrett, Regina Villa Associates, Public Engagement and Outreach Manager, at kbarrett@reginavilla.com.

Quick Webinar Information:

Link to join online: <https://us02web.zoom.us/j/84951456132>

Joining by phone:

Or iPhone one-tap :

US: +13017158592,,84951456132# or +13126266799,,84951456132#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: 1-301-715-8592 or 1-929-205-6099

Webinar ID: 849 5145 6132

General Recommendations:

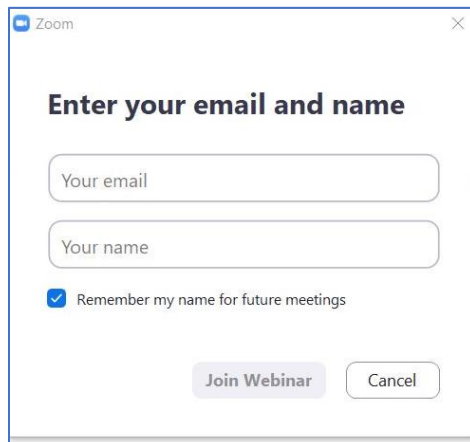
- If possible, use a computer to connect to the meeting, as the presentation may be difficult to read on a smaller device.
- Close other applications running on your computer for the duration of the meeting.
- If you have previously downloaded Zoom, please ensure there are no software updates needed (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/84951456132>

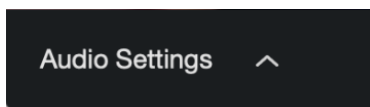
- A download of the Zoom application will automatically begin. After opening the file, you will be prompted to enter your email address and name (see below).

A screenshot of a Zoom application window titled "Zoom" with a close button in the top right corner. The main heading is "Enter your email and name". Below the heading are two input fields: "Your email" and "Your name". Underneath these fields is a checkbox labeled "Remember my name for future meetings" which is checked. At the bottom of the dialog are two buttons: "Join Webinar" and "Cancel".

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

- If this is your first time joining a Zoom event from your device, you may be asked to allow Zoom permission to access your microphone.
- If you are not prompted to select an audio option or are not connected automatically, click the "Join Audio" button (found in the lower left corner) to try again.

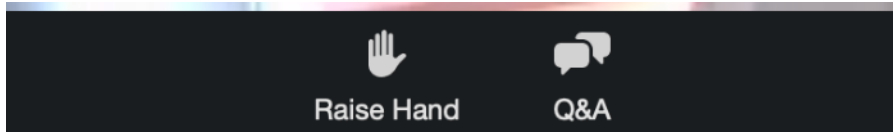
Note: If you do not have a working microphone on your computer but you would like to share an audible question or comment during Q+A, click on the *up* arrow next to Audio Settings in the left bottom corner, and click "Leave Computer Audio." Then, call in to the meeting (see "Participating in the Meeting by Phone Only" at the bottom of this document).



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 at any point during the meeting. **Please share only one question at a time, so others may have the opportunity to share.**



When the Q+A portion of the meeting agenda begins, we will respond verbally to questions and comments that have been submitted in the Q+A feature.

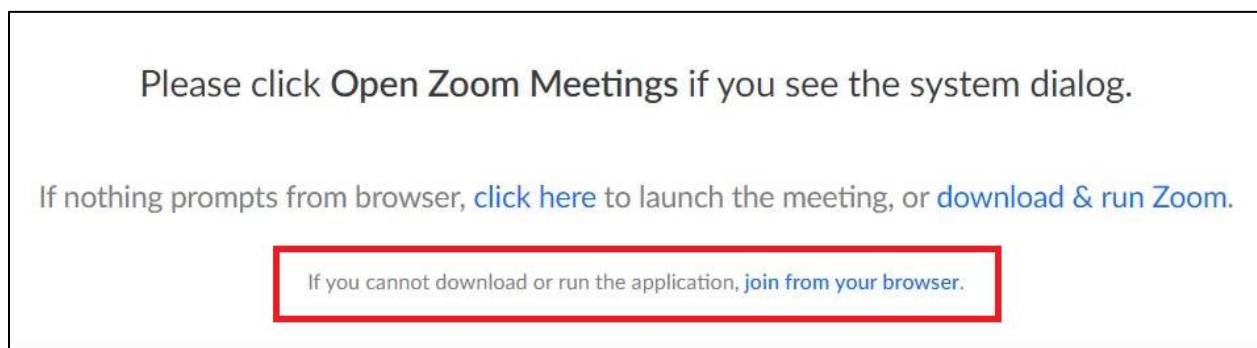
If you have not asked a typed question in the Q&A and wish to share your question or comment verbally, you can press the “**Raise Hand**” button. *Please wait to raise your hand until the Q+A portion of the meeting begins.* Attendees will be called upon in the order they raise their hands. After you 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.

The meeting will be recorded and available for viewing after the meeting on the website - <https://www.mass.gov/rourke-bridge-replacement-project> . You may also submit your comments if we run out of time, after the meeting, using the form on the website at this [link](#).

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/84951456132>
 - 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:

If you prefer, you may join the meeting via your phone:

1. Call: **1-301-715-8592 or 1-929-205-6099**
2. Enter the following Webinar ID when prompted: **849 5145 6132**
3. When asked for a Participant ID, just press the pound or hashtag (#)

You may review the presentation on the website (<https://www.mass.gov/rourke-bridge-replacement-project>) – we will post the presentation the day before the meeting.

Note: Please see the instructions for how to participate via phone at the bottom of this document.

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.