



Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

## Department of Environmental Protection

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# MassDEP Stormwater Advisory Committee Meeting via Zoom

**Tuesday, August 25, 2020**

**1:00 PM – 3:00 PM**

## ***Instructions for Public Attendees to Join and Participate***

This document includes detailed instructions for the public to join and participate in the meeting via the Zoom platform and via a telephone. If you have any further questions, please email [apoggenburg@reginavilla.com](mailto:apoggenburg@reginavilla.com).

### **Quick Meeting Information:**

#### **Link to register online:**

[https://us02web.zoom.us/webinar/register/WN\\_TWLPd1C9R7-Tabn1pMVwpQ](https://us02web.zoom.us/webinar/register/WN_TWLPd1C9R7-Tabn1pMVwpQ)

After registering, you will receive a confirmation email containing information about joining the webinar.

### **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.

This information is available in alternate format. Contact Michelle Waters-Ekanem, Director of Diversity/Civil Rights at 617-292-5751.

TTY# MassRelay Service 1-800-439-2370

MassDEP Website: [www.mass.gov/dep](http://www.mass.gov/dep)

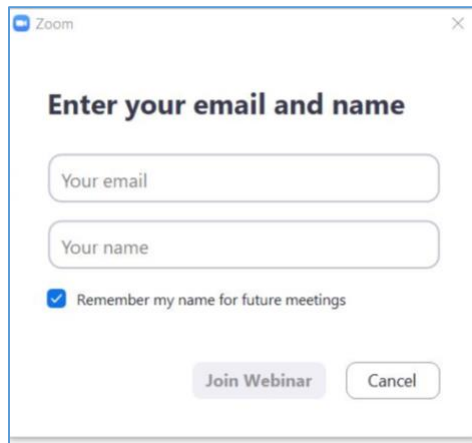
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## Joining the Meeting

### ***How to join using the Zoom application (recommended)***

1. Click on the meeting URL provided in your registration confirmation.

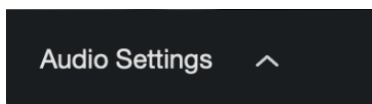
- A download of the Zoom application will automatically begin. After opening the file, you will be prompted to enter your email address and name (see below).

A screenshot of a Zoom application window. The window has a title bar with the Zoom logo and a close button. The main content area is titled "Enter your email and name". Below the title, there are two input fields: "Your email" and "Your name". Below these fields, there is a checkbox labeled "Remember my name for future meetings" which is checked. At the bottom of the window, there 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).



### ***How to Join without downloading the Zoom application (not recommended due to limited features)***

1. Click on the meeting URL provided in your registration confirmation.

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.

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

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:

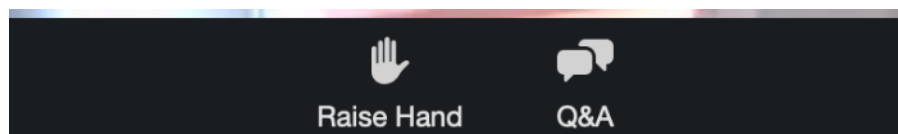
1. Call the phone number provided in your confirmation
2. Enter the Webinar ID when prompted
3. Enter the password when prompted

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

## **Participating in the Meeting**

There will be time after the Advisory Committee session has concluded for public Q&A. Your webcam video cannot be turned on at any point during 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.



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. Please be respectful of others time and limit your initial comment or question to one, so everyone has an opportunity to ask at least one question or make one comment. If time allows, we will take additional comments and questions. If there is not enough time to address all comments and questions, please send any additional ones to the team at [massgov.formstack.com/forms/stormwater\\_handbook\\_questionnaire](https://massgov.formstack.com/forms/stormwater_handbook_questionnaire).

When asking a question - either when typing in the Q&A, or audibly after raising your hand and being unmuted - please state your first and last name to identify yourself, while speaking slowly and clearly.

If you have a technical problem, please share your issue in the Q&A feature at any point during the meeting, and we will respond as quickly as possible.

## Participating in the Meeting by Phone Only

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 public 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. Please identify yourself by sharing your first and last name while speaking slowly and clearly. After you share your question or comment, you will be placed again on mute.