



Dedicated to Mine Land Reclamation, Conservation, & Economic Development in the Wyoming Valley

Public Meeting Guidelines & How to Connect

Newport Township OHV Recreational Area Feasibility Study
Newport Township, Luzerne Co., PA

REGISTERING & CONNECTING

- 1. Register:** To join the meeting, you will need to register. The link to register is provided on the Earth Conservancy (EC) website at <https://www.earthconservancy.org/recreation/newport-twp-ohv-study/>. You'll then receive a confirmation email providing you with the unique meeting ID and password. Please note: Registration does not guarantee entry to the meeting, as we are capped at 100 attendees. If you are not admitted, the meeting will be livestreamed on YouTube at <https://youtu.be/INu20FW3E7o>; and recorded, as well. We will continue to accept comments and questions about the project after the meeting.
- 2. Connect:** Once registered, you can join the scheduled Zoom meeting directly from your web browser, from the Zoom desktop or mobile application, or from a landline or mobile phone. You can join the meeting in any of the following ways:
 - **From registration email:** Click the link in the confirmation email you received after you registered.
 - **From a web browser:** Go to <https://zoom.us/>, click the "Join a Meeting" link, and follow the instructions below.
 - **From the Zoom app:** Open the Zoom app, click the "Join" button, and follow the instructions below.
 - **From a landline or mobile phone:** Dial 301.715.8592 and follow the instructions below. Other phone numbers are available on your registration email.
- 3. Enter the Meeting ID:** The meeting has a unique 11-digit number called a meeting ID that is required to join. Check your registration email for this information and enter it when prompted.
- 4. Audio:** Next, you will be prompted to select your audio preference. If your device is equipped with a microphone and speakers, you should select computer audio. If you do not have a microphone and speakers on your device or your sound quality is poor, you can select phone call. If you select phone call, you will be provided a list of numbers to use to call into to participate in the audio portion of the meeting. Note that phone, cellular or data rates and limits may apply.
- 5. Waiting Room:** Once you've entered the information above, you will be placed in a waiting room until the meeting starts. You will be joining as an *attendee*, as which you will be able to view and/or hear the meeting, but unable to mute/unmute your microphone or use video.

PARTICIPATING

There are two ways to submit questions or comments for the public meeting:

- The first is in writing, which can be emailed directly to e.hughes@earthconservancy.org. Submitting comments in writing before the meeting is strongly encouraged. Comments will be included in the official meeting minutes and every attempt will be made to directly answer

individual questions if not covered during the meeting.

- The second is during the Zoom meeting itself. By default, attendees are muted when they join the meeting. If you would like speak during the public comment portion of the meeting, you will need to alert the meeting host. To do that, use the “Raise Hand” tool, available in your menu of meeting controls at the bottom or top of your screen. If you are only accessing the meeting by phone, you can “Raise Your Hand” by pressing *9. The host will alert you when it is your turn to speak. Comments will be limited to two minutes.

We will try to address as many questions/comments before the end of the meeting at 8:00PM.

GUIDELINES & NOTES

1. If you have not downloaded Zoom previously, give yourself 10-15 minutes before the meeting to do so and to test your internet connection and microphone.
2. Try to keep your device plugged in and/or fully charged, as Zoom uses a lot of battery power.
3. The meeting will start promptly at 6:00PM.
4. By participating in this online meeting, you acknowledge that **the meeting is being recorded** and that you consent to being recorded.
5. As discussed above, if you decide you want to make a public comment, please utilize the raise hand function in the Zoom app or on the phone. You’ll be added to the public comment queue list for the Q&A period.
6. When the public comment period begins, the host will review the process for public comments.
7. The host will then begin to call on speakers in the order they were added to the queue list. Speakers will be recognized using the name listed on the Zoom app or by the last four digits of his/her phone number. If you do not respond within ten seconds of being called, you will be skipped and the next speaker will be called on.
8. When recognized, please wait to be unmuted and state your name and affiliation. Public comments should not exceed two minutes.
9. Speak professionally and respectfully to one another as you would in any other communication setting. **Hosts will have the ability to and will remove participants from the meeting if they breach the peace in such a way that disrupts or interferes with the meeting.**
10. Meeting materials and relevant information is available on EC’s website at <https://www.earthconservancy.org/recreation/newport-twp-ohv-study/>.