GUIDANCE FOR VIRTUAL PUBLIC MEETINGS

Despite the impacts of the COVID-19 pandemic and our inability to meet in person, the National Park Service (NPS) is pleased to have the opportunity to engage with the public in an online setting. Three upcoming virtual public meetings have been scheduled to discuss the Amache Special Resource Study. These online meetings will provide the opportunity for the public to hear about the study process and communicate directly with the study team.

Our virtual conversation will be held using Zoom as a meeting platform. Zoom is a web-based meeting tool that combines video conferencing, online meetings, and mobile collaboration into one platform. Below is some information to help participants not familiar with Zoom prepare for the meetings.

> Short instructional videos on using Zoom are available at the following website:
> https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

GENERAL INFORMATION

- Three virtual Zoom meetings will be held. Each of these meetings will feature identical presentations from the National Park Service followed by small group discussions centered on our public scoping questions. You may attend all of the meetings or choose the day and time most convenient for your schedule. Links to the meetings can be found on the special resource study webpage, under the "Meeting Notices" section on the left menu bar (link).
- If you prefer to not use the computer or don't have audio capabilities on your computer, you may also participate in the meeting by telephone by calling the toll-free telephone number indicated under each meeting post.
- If at any point you accidentally leave the meeting, click the meeting link again (or call the toll-free number) to rejoin, and wait for a facilitator to allow you back in. It is recommended you join the meeting **10 minutes** before the start time, as this will give you sufficient time to ensure everything is set up and working properly.

WHAT YOU NEED TO PARTICIPATE

- Access to Wi-Fi or broadband internet.
- Smart phone, tablet, or computer with camera and microphone for videoconference.
- Phone for call-in audio, if needed or preferred.

TIPS AND SUGGESTIONS

The following tips can help you minimize disruptions and connectivity issues:

- If connecting by Wi-Fi, ask those with access to your network to limit their use to minimize disruptions.
- Close any unnecessary apps or programs on your device during the videoconference to limit interference, including remote access to other computers or servers. Remote connections often disable microphone or camera access.
- Wi-Fi connections can become choppy. If your computer is able to connect to the Internet using an ethernet cable, and you have such a cable, please use it.
- Budget at least 10 minutes before the start of the meeting to download Zoom or update the software.

## HOW TO JOIN THE MEETING (STEP-BY-STEP INSTRUCTIONS)

1. The Zoom Meeting link and dial-in number will be included in the meeting notice. Click the hyperlink in the notice to join a meeting approximately 10 minutes before the meeting is scheduled to start.

2. When entering a Zoom Meeting for the first time from a computer, you will need to download a small application file. This process is easy to complete on all commonly used browsers; just follow the prompts on your screen, and click on the .exe file after it downloads.
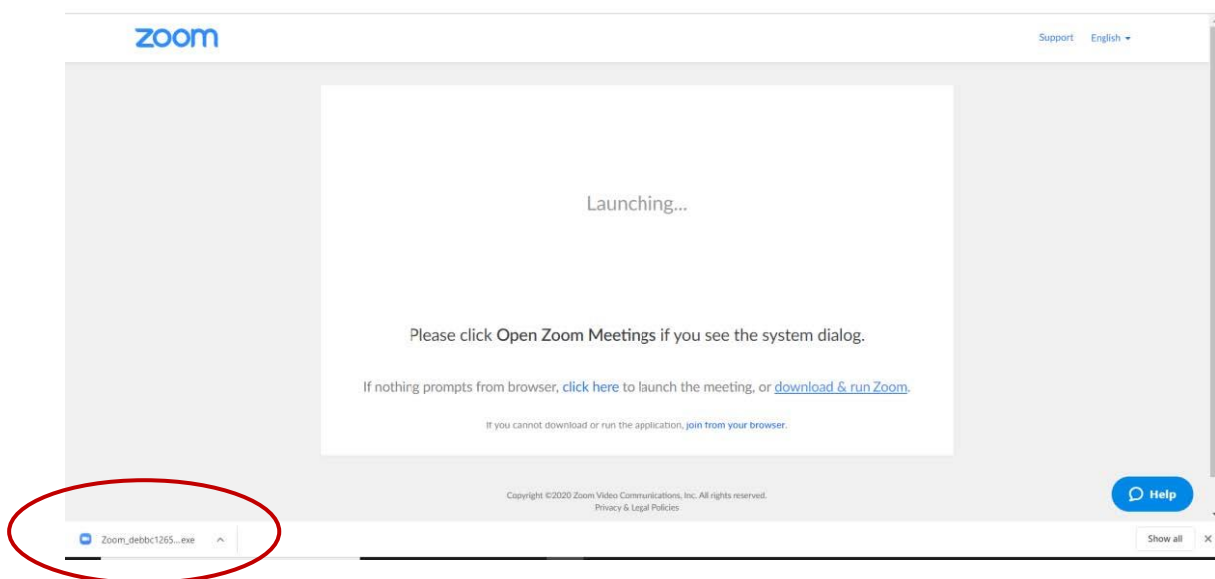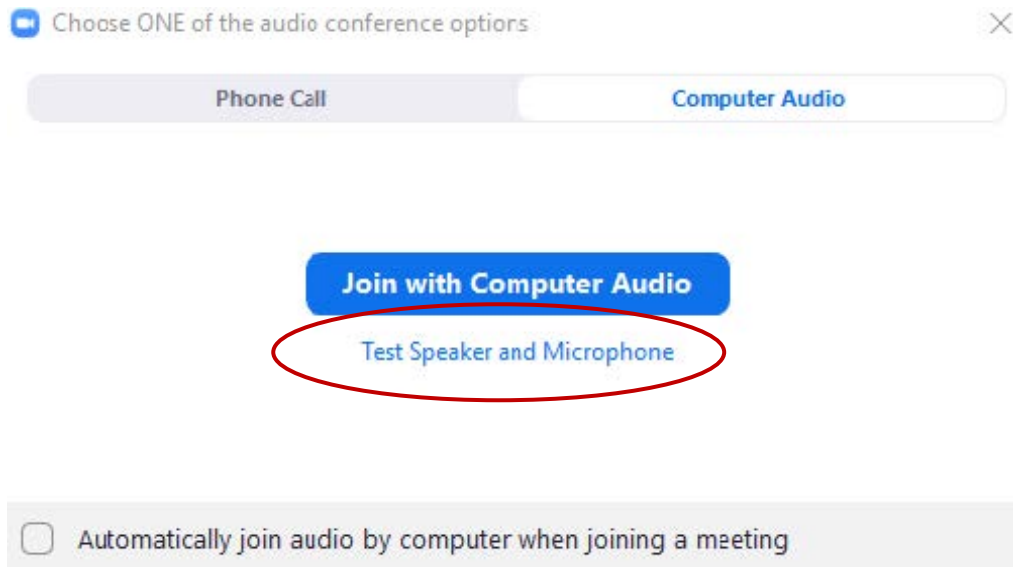
3. You will then be prompted to open Zoom Meeting. Click "Open Zoom Meetings."
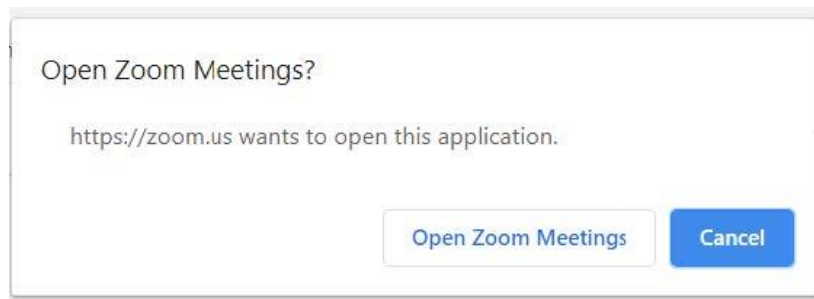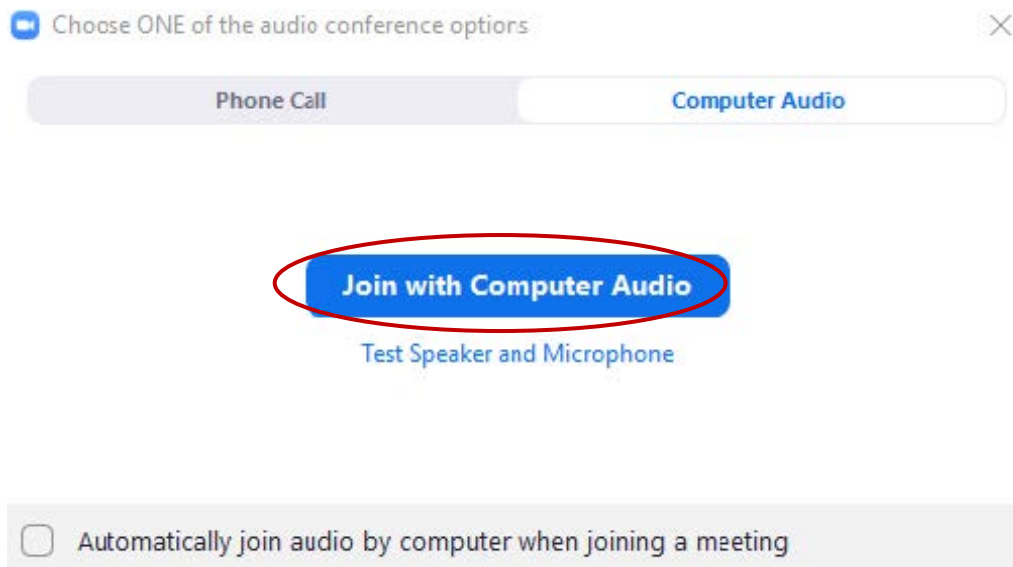

4. You will be prompted to select your audio and microphone preference.
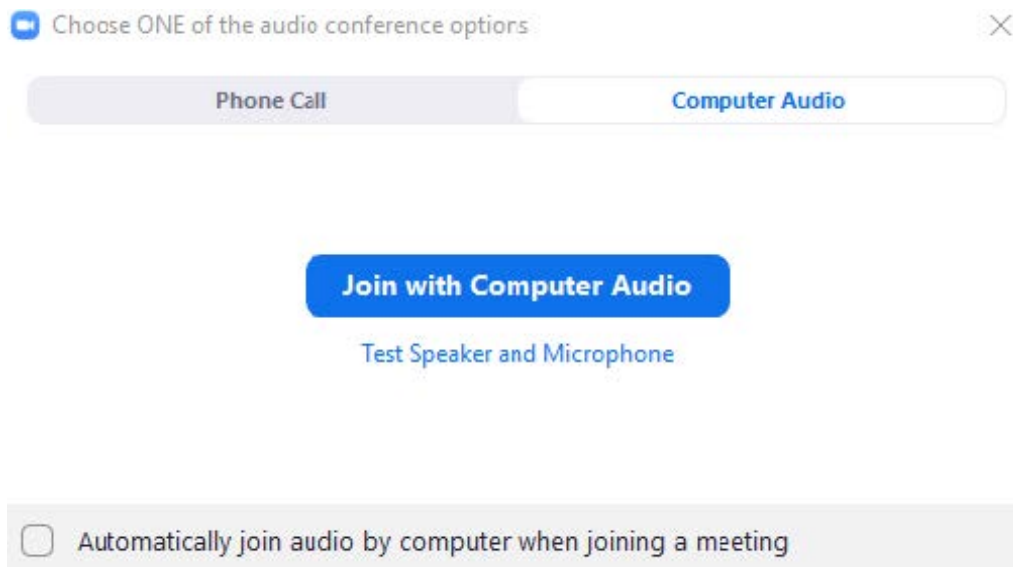
5. Test your computer's audio by clicking "Test Speaker and Microphone." Follow the on-screen prompts.

6. Click "Join with Computer Audio" to use your computer speakers and microphone.

7. If the computer audio does not work or the quality is better from your phone, the "Phone Call" option allows you to use a combination of your phone for audio and your computer for video. Participants also have the option to join by phone only. To join by phone, dial the toll-free number provided on the screen (also listed under "Meeting Notices" information on the NPS Amache Special Resource Study page).
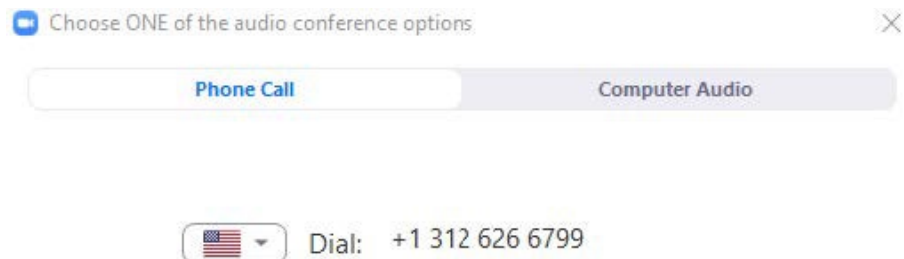
8. When first joining the meeting, please enter your first and last name when prompted to enter a display name. (If you wish to change your display name once you are in the Zoom Meeting, you can do so by clicking on the three dots in the upper right of the box where your face appears. From the drop-down menu, click on "rename.")

9. Whether connecting by telephone or computer, you will be momentarily placed into a "waiting room." You will be moved into the meeting by a facilitator as the meeting begins.
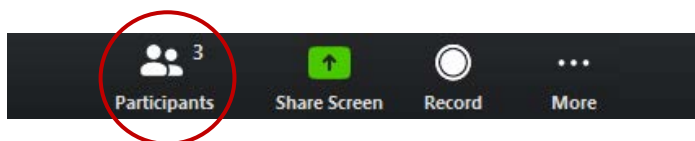
MEETING CONTROLS

The meeting controls are at the bottom of your screen in Zoom:

Participant List and Raise Hand Feature

- The "Raise Hand" feature can be used to indicate you want to participate in public comment. Click the "Participants" icon to open the "Participants" tab.

- The "Participants" tab displays all meeting panelists and attendees and whether their microphones are muted or not and their video cameras are on or off. Click on "Attendees," and your name should be at the top of the list.

- By clicking "Raise Hand," a hand icon will appear next to your name. This will alert the meeting host and meeting chair that you would like to make a comment. You can click the "Lower Hand" button to lower your hand.
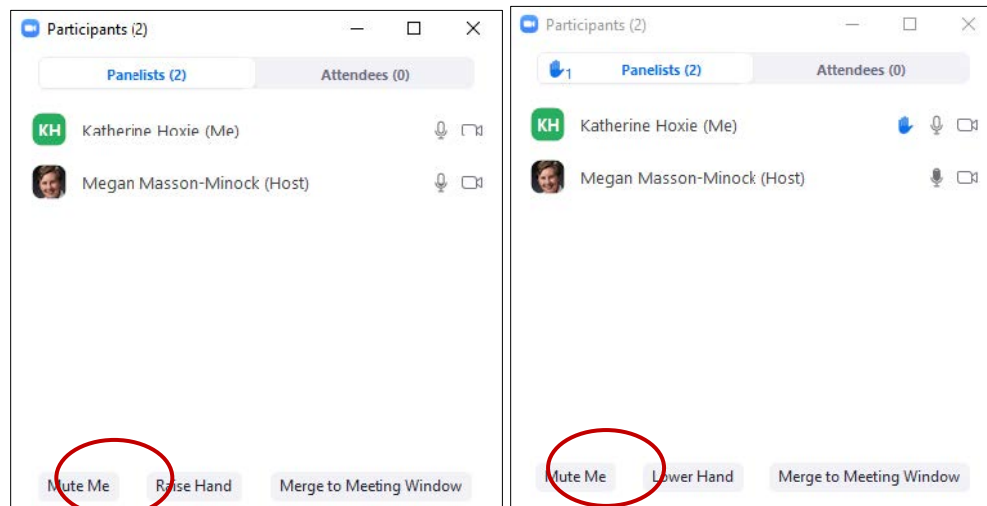
- If you have joined by phone, press *9 to raise your hand. After you have made your comments, the host will lower your hand and mute your microphone.

Unmuting Audio

- If you joined with Computer Audio, the host will unmute when you have raised your hand. When that occurs, a pop-up box will appear to confirm if you want to unmute or stay muted. Click on "unmute."

- If you joined the audio via Phone Call, press *9 to raise your hand. The host will unmute you. If that does not work, press *6 to unmute your phone or use the unmute/mute options on your phone.

HOW WILL BREAKOUT GROUPS WORK?

- A facilitator will automatically divide up the group into breakout groups when it is time for small group discussions. Whether joining by phone or via your computer (or a combination of both), you do not need to do anything to enter another room—the meeting facilitator will automatically transfer you.

- If there are family members joining the virtual public meetings from separate locations who would like to participate in the same breakout discussion group, please send an email at least two days before the meeting begins to the NPS study team (contact below).

CONTACT INFORMATION

If you have any questions or concerns about the upcoming virtual public meetings, please don't hesitate to contact the NPS study team at amache_study@nps.gov or (720) 227-1138.

If you have technical problems connecting to the public meetings or if problems arise while in a meeting, please contact Wes Mize (NPS Planner) at westby_mize@nps.gov or (303) 969 2219.

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