AIRPORTS ADVISORY COMMITTEE
ZOOM MEETING PROTOCOLS

The meeting will be recorded. By participating in the meeting, you acknowledge that you are being recorded.

All participants will be muted automatically when first logging into the meeting. The meeting host (Julianne Melchor) will unmute <u>committee members and staff</u> as they join the meeting. *To avoid inadvertent interruptions, please be aware that your microphone will be live for the duration of the meeting.* <u>Guests</u> will remain muted during discussion, but may speak when discussion on an item is completed or at the Public Comment agenda item. Please indicate your desire to comment by using the *Raise Hand feature* (*9 for those joining the meeting via a landline).

All participants (guests, committee members, and staff) should introduce themselves before speaking on a topic.

Guests requesting to speak will be acknowledged during the Public Comment agenda item, and will be called upon in the order their request is submitted.

<u>Guests joining via Zoom</u>: to make a comment, press the "Raise Hand" button. The meeting host will unmute you when it is your turn to speak (a message will pop up on your screen). You will also need to unmute yourself, which will be on the participation window when you hover over your name.

<u>Guests joining via a landline</u>: to make a comment, press *9 to activate the "Raise Hand" feature. The meeting host will announce you verbally when it is your turn to speak and will unmute you at that time. You will also need to unmute yourself using *6.

Note: the user name you create in Zoom is what will appear on Zoom (or your phone number, if using a landline); if your user name does not clearly identify you to others, please consider changing it for the meeting.

Codes to use for those joining via a landline:

- *9 to Raise Hand.
- *6 to Unmute.