

How to participate in the State Records Committee on September 24th, 2020

General Etiquette

Background noise makes it difficult for participants to hear. Therefore:

- 1- If you're not a participant in the hearing taking place, your microphone should be muted.
- 2- If you are a participant in the hearing, please mute your mic when you're not speaking.
- 3- If you have something to say, please don't talk over someone else who is already speaking.

In regular meeting circumstances, it's hard to understand both people at once. In this format, no one will be understood. The Chair and Executive Secretary will make sure everyone who needs to say something gets the chance to speak.

4- Please speak clearly so everyone can hear.

5- Please note you may be muted if you are not speaking and there's too much distracting background noise. If this happens, you must unmute your microphone before you address the Committee. We cannot unmute participants.

How to Join the Meeting

There are three options:

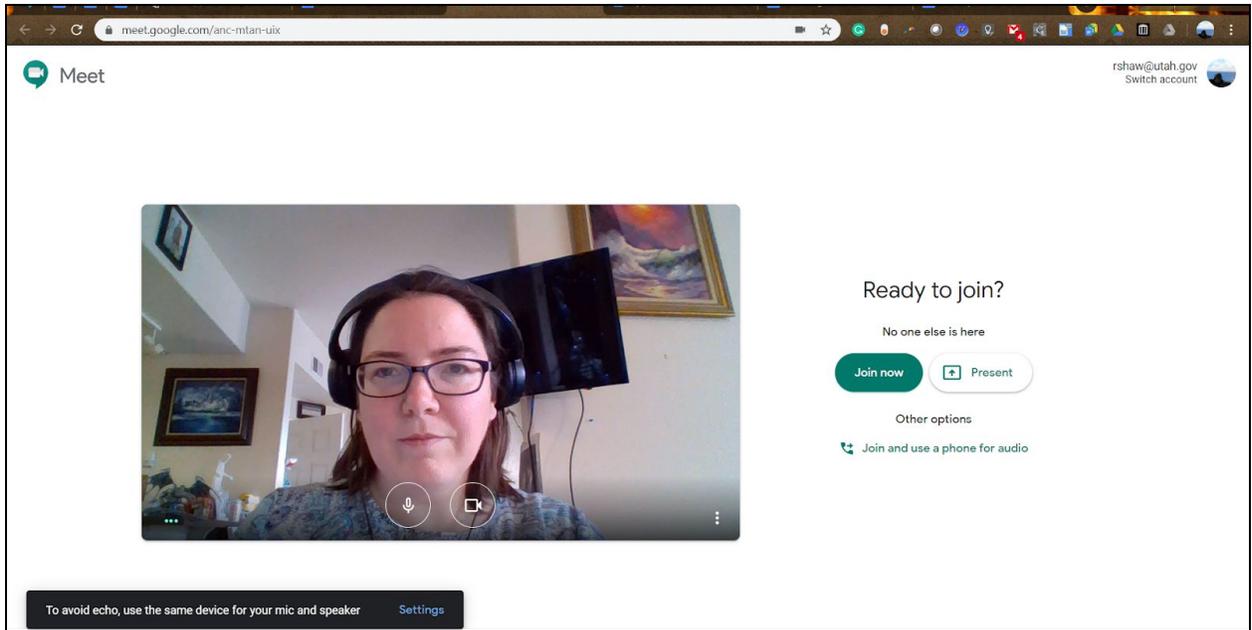
1- Join using your computer. Ideally, the computer has a microphone and webcam. Using a webcam is optional, but welcome. If your computer does not have a microphone, you may call in for the audio.

2- Join by calling in from your phone.

3- Join by having the Executive Secretary call you on your phone. This option requires you to give the Executive Secretary a phone number to call. You may give that to her at SRCsecretary@utah.gov or 801-531-3851. (Please note the call will be coming from a different state area code because we're calling from the online meeting. We are not calling from a phone.)

1. Join using your computer:

Please be on time for your hearing. Join the meeting by clicking this link or copy/paste it to the URL: <http://meet.google.com/doy-kwdb-aek> When you click the link, you'll come to this screen:



Click “Join now”. Everyone’s computer will ding to let them know someone has joined the call.

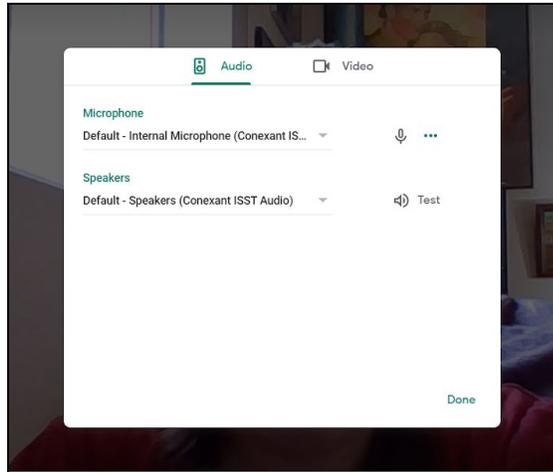
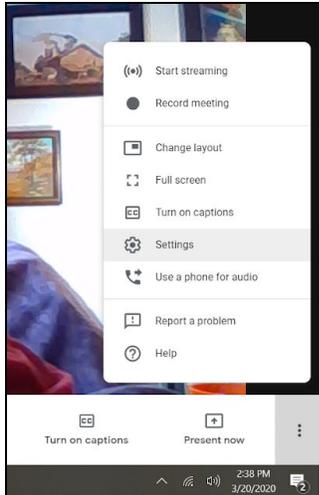
You can mute/unmute your microphone, leave the meeting (the “call”), or turn on/off your webcam from the bottom center of the screen. You can also add captions by clicking “turn on captions” on the bottom right.



If people cannot hear you, check if your microphone is muted. If it is, click the microphone icon, and the Committee will be able to hear you.



If you cannot hear other people, it may be the sound is assigned to a different device. Go to the three dots on the bottom right of the screen to go to settings. There you can check and update your video and sound settings.



2. Join by calling from your phone:

Please be on time for your hearing. To join the meeting by phone, call **513-757-0086**. You will need to enter the pin and # (pound sign). For this meeting that is **321 269 626#**.

When you're first connected it will say, "You are joining a call with x other people. The call is being recorded."

If you're muted due to background noise (as mentioned above) it will say, "Someone has muted you. Press *6 to unmute". When you press *6 it says, "You unmuted yourself." Normally if there is background noise, you will be asked to mute your microphone.

When your hearing ends and you leave the meeting, it will say, "You have been removed from the call. Goodbye."

3. Join by having us call you:

When your hearing is scheduled, the Executive Secretary will call the number you gave her in advance. When you're first connected it will say, "You are joining a call with x other people. The call is being recorded."

If you're muted due to background noise (as mentioned above) it will say, "Someone has muted you. Press *6 to unmute." When you press *6 it says, "You unmuted yourself."

When your hearing ends and you leave the meeting, it will say, "You have been removed from the call. Goodbye."