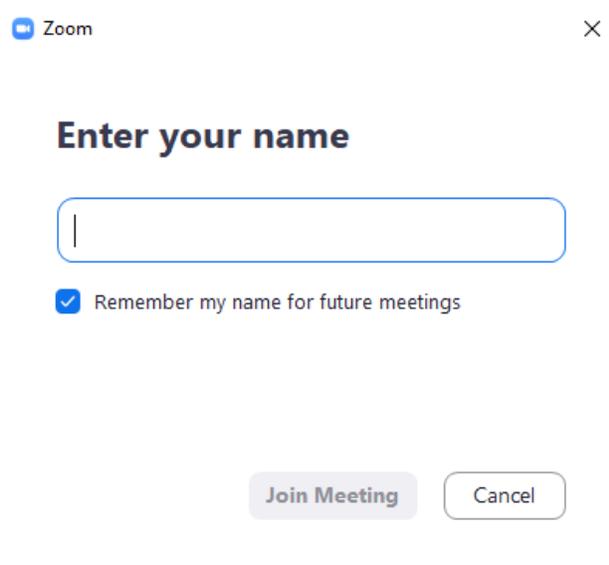# How to connect to virtual meetings of the Boston Region Metropolitan Planning Organization (MPO):
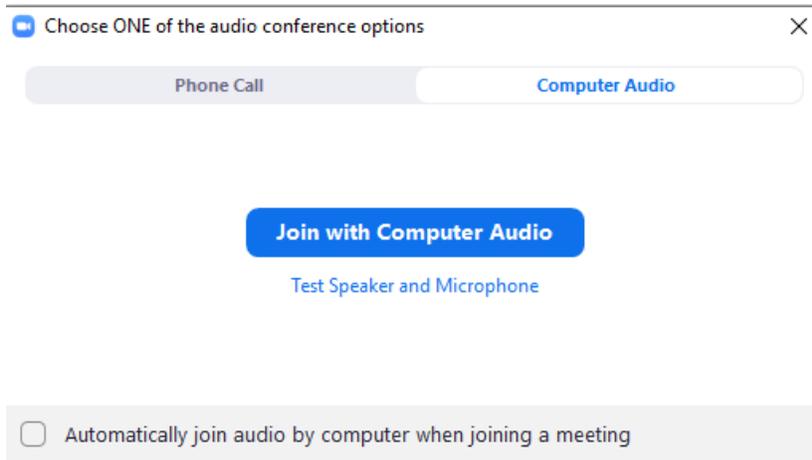
We will be using the Zoom platform for virtual MPO meetings. We recommend using a computer to connect to the virtual MPO meeting, as the presentations may be difficult to read on a smaller device.

We recommend joining the meeting early to provide time to troubleshoot issues you may encounter. We also recommend that you close other applications running on your computer for the duration of the meeting.
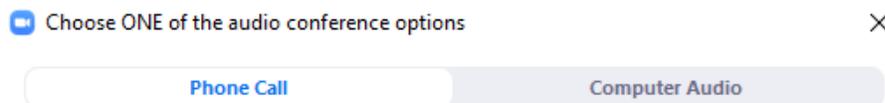
Click on the link provided by MPO staff. This link is in the agenda notice sent to the MPO mailing list, on the MPO meeting calendar for the meeting date, and in the agenda document. A download of the Zoom platform will automatically begin. After opening the file, you will be prompted to enter your name. **Please enter your first and last name** and click the "Join Meeting" button.

If this is your first time joining a Zoom meeting from this device, you will be asked to allow Zoom permission to access the camera and microphone. You will be prompted to choose an audio conference option.
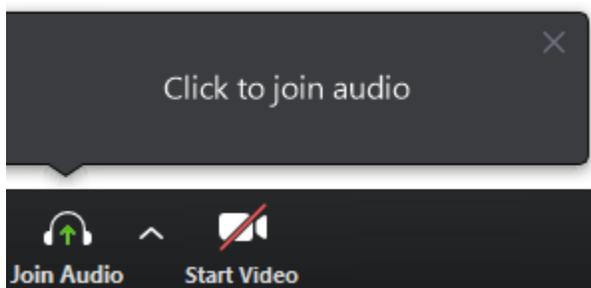
If your computer has a microphone, click the "Join with Computer Audio" button to connect to the meeting. If you do not have a microphone, select the "Phone Call" tab.
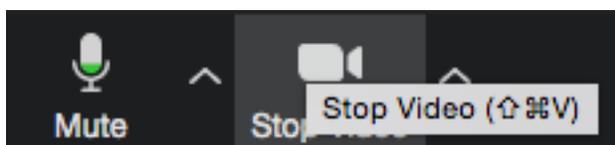

To connect via phone, dial one of the toll-free phone numbers, (877) 853-5257 or (888) 475-4499, and follow the prompts to enter the **meeting ID** and your **participant ID**.

If you are not prompted to select an audio conference option, or if your attempt to connect to the conference fails, click the "Join Audio" button (found in the lower left-hand corner) to try again.

If your computer has a webcam, click the "Start Video" button to enable video.

Please note that you are not required to have a camera to join the meeting, but you will not be able to transmit your video. You will be able to listen to video calling and view any screen sharing.

If you join the meeting prior to the meeting's start time, you will enter the Zoom session's Waiting Room.
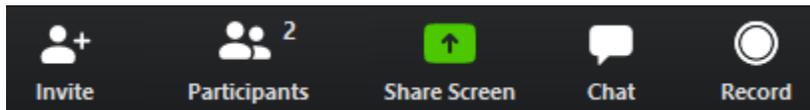
Please wait, the meeting host will let you in soon.

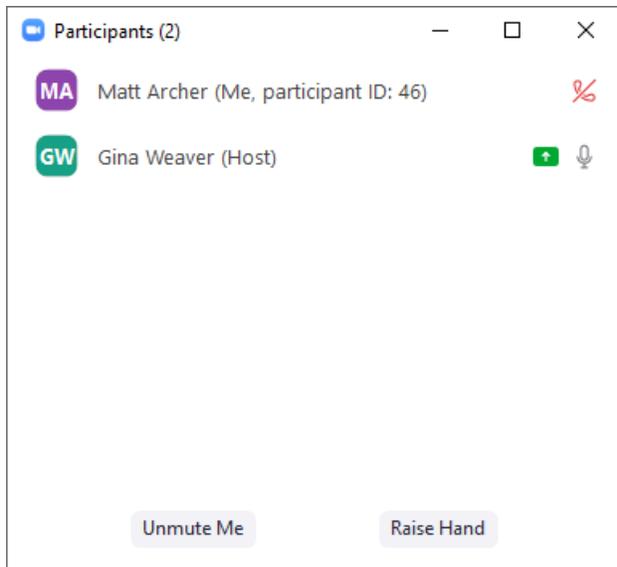The host will open the meeting at the meeting's start time.

Participating in virtual MPO meetings:

Your microphone/phone will be automatically muted upon entering the meeting. This is done to prevent an excessive amount of background noise during the meeting. PLEASE DO NOT MUTE YOURSELF, as this will cause delays in your 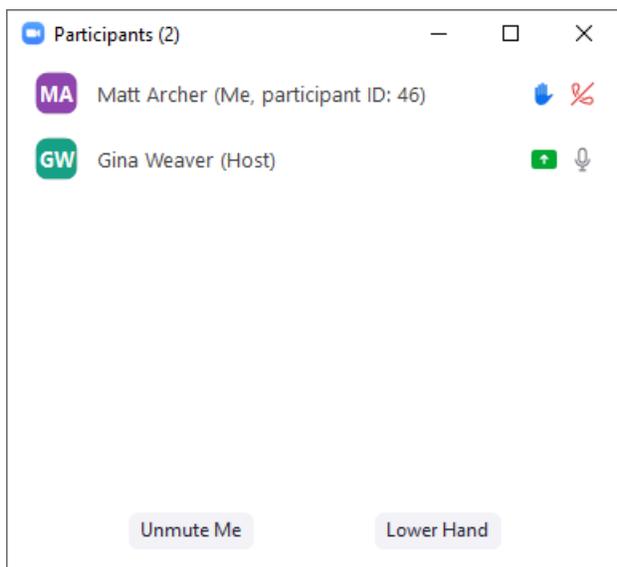ability to be heard. Should you mute yourself, please be aware that you will need to respond to a request from the meeting host to be unmuted before you speak. During the meeting, you can request to be unmuted by clicking the "Raise Hand" button. To access the button, click on the "Participants" button found on the bottom of the screen.

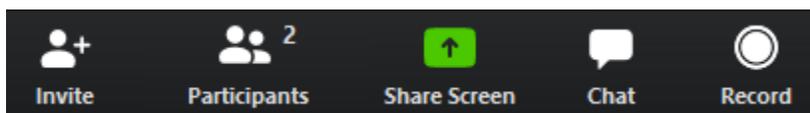A list of participants in the meeting will be displayed.

Clicking the "Raise Hand" button will show other participants that you wish to speak.

After you raise your hand, you will need to wait for the chair to recognize and unmute you before speaking. After your question or comment has been addressed, please click the "Lower Hand" button. You will then be returned to the muted state.

If you are having technical difficulties, please use the chat button at the bottom of the screen to notify the host (Matt Archer).

MPO staff member, Matt Archer, will help solve your problem. If you are having difficulties and cannot use the chat space, please email Róisín Foley at rfoley@ctps.org or Kate White at kwhite@ctps.org for assistance.

We will begin with a roll call. The chair or a member of the MPO staff will ask all MPO members to raise their hands (to rise to the top of the participant list). Staff will unmute each member as the chair calls the member's name.

During the public comment section of the agenda, staff will read written comments submitted by project proponents. Following the reading of written comments, members of the public may speak by selecting the "Raise Hand" button and waiting for the chair to call their name. During this time, we ask that members of the public who wish to provide comment identify themselves by stating their first and last names and affiliations for the public record and then provide their comment. The chat space is reserved for questions regarding technical difficulties.

For voting, members will raise their hands to make or second a motion, then a member of the MPO staff will conduct a roll call for the vote. The member of the MPO staff will request that all members raise their hands (to rise to the top of the participant list). The member of the MPO staff will call each member from the list, unmuting each member in turn, and ask them to state their name and vote. After voting, each member will lower their hand.

To adjourn the meeting, the chair will conduct a roll call asking each member if they object. The motion will be recorded as carried with no objection if no members object.