



South Coast
AQMD

NACAA Coffee Break

Holding Virtual Meetings

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May 2020



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Agenda

- Notice Process
- Platform
- Running a Meeting
- Public Speakers
- Lessons Learned
- Advice

Notice Process

- Schedule Meeting in Zoom
- Publish Invitation on Website and in Newspaper
 - Meeting Link
 - Meeting ID
 - Call in Phone Number
 - Instructions on How to Participate
 - Raise Your Hand to Request to Speak

A meeting of the South Coast Air Quality Management District Board will be held at 9:00 AM.

Pursuant to Governor Newsom's Executive Orders N-25-20 (March 12, 2020) and N-29-20 (March 17, 2020), the Governing Board meeting will only be conducted via video conferencing and by telephone. Please follow the instructions below to join the meeting remotely.

ELECTRONIC PARTICIPATION INFORMATION

(Instructions provided at bottom of the agenda)

Join Zoom Meeting - from PC, Laptop or Phone

<https://scaqmd.zoom.us/j/93128605044>

Meeting ID: 931 2860 5044 (applies to all)

Teleconference Dial In +1 669 900 6833 or +1 253 215 8782

One tap mobile +16699006833,,97364562763# or +12532158782,,93128605044#

Audience will be allowed to provide public comment through telephone or Zoom connection.

PUBLIC COMMENT WILL STILL BE TAKEN

ПУБЛИС КОММЕНТИ МИТ ЗИЛТ БЕ ТУКЕН

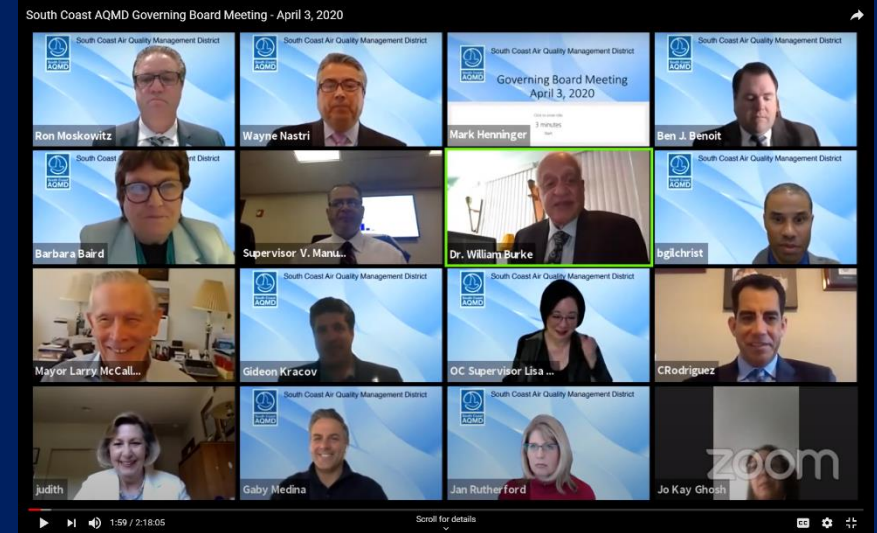
Аудиторията ще бъде позволена да предостави публичен коментар чрез телефонно или Zoom съединение



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Platform

- Zoom
- District Used for Virtual Meetings prior to COVID 19
- Supports Large Number of Participants
- Supports Language Translation
- Supports Live Streaming to YouTube and Facebook
- Evaluated
 - Zoom
 - WebEx
 - Microsoft Teams
- Zoom was easiest and cheapest to deploy.





Running a Meeting

- Instructions Read at Beginning of Meeting
- Hosted by a minimum of 2 IT Staff
- Mute Audio and Video for All Participants
- Hosts Unmute Audio and Video of Board Members and Key Staff
- Manage Participants as they Enter and throughout meeting
- Only Hosts Share Presentations

Public Speakers

- Instructed to “Raise Hand” to Speak
 - Button Click in Application
 - *9 on Phone
- Hosts Unmute/mutes Audio
- Host Displays Speaker Timer
- Hosts Mute Audio When Time Expires
- No video or ability to change name



Lessons Learned

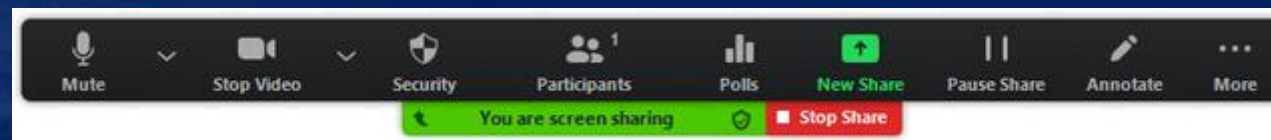
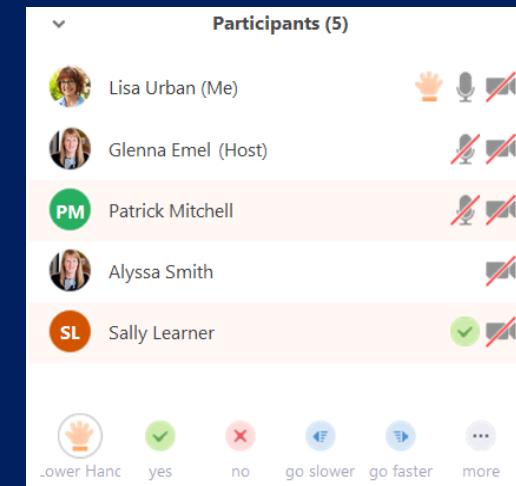
- Secure The Meeting
 - Participants Enter with Audio and Video Muted
 - Screen Sharing by Hosts Only
 - Disable Chat
 - Enable Waiting Room for Meetings



- ✓ Mute Participants on Entry
 - Allow Participants to Unmute Themselves
 - Allow Participants to Rename Themselves
 - Play Enter/Exit Chime
- ✓ Enable Waiting Room
 - Lock Meeting

Advice

- Have Dedicated Host(s) to Manage the Meeting
- Ensure Participant Audio and Video Muted
- Hosts Share Presentations
- Use the Zoom Webinar for public meetings
 - Participants Muted and Can Not Send Video but can “raise hand”
 - Panelists (Board Members and Key Staff) Full Audio and Video





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Thank You!

