

## **Multnomah County Transportation**

### **2023 Zoom Meeting Guidelines - BPCAC**

Good afternoon everyone, my name is \_\_\_\_\_, I use \_\_\_\_\_  
Pronouns and I'm here to provide you with a quick review of the guidelines  
for this meeting.

It is a high priority for Multnomah County Transportation to provide the  
clearest path to equitable distribution and accessibility of all materials for  
this meeting.

We ask presenters to provide us with a copy of their presentation and any  
other materials within 3 days of the agenda being distributed. Once we  
receive those, they are uploaded to Dropbox and the EMCTC website.

You do not need to create a Dropbox account for access to these materials;  
you can click on a link provided in the agenda each month to be able to  
view and/or download materials, including any Zoom recordings and  
transcripts uploaded after each meeting.

We also provide you with access to a Zoom quick reference guide in  
Dropbox and links to other Zoom resources at the end of the Zoom meeting  
instructions attached to the meeting agenda.

We are available 30 minutes before a meeting begins if you need to test  
access or a presentation.

**Today's meeting is being recorded and** closed captioning is activated. You may access the closed captioning feature by clicking on the toolbar icon with two letter C's, it's usually a few icons right of center on the toolbar.

The "raise hand" feature, used when you'd like to comment or ask a question, is also available on the main toolbar under the "Reactions" icon and may be used to display other reactions during a meeting.

We ask everyone to wait until the end of a presentation for questions and comments unless otherwise directed.

**Participants may** use the chat feature to share links and clarify information.

Along with any meeting video, audio and transcripts the contents of the chat window will become part of the public information record for this meeting.

All of these are available for review within 24 to 36 hours in the meeting Dropbox folder link referenced in your agenda.

***We would like to remind everyone that the transcripts are software generated; the video and sound recordings are the most accurate reflections of the meeting.***

**Presenters**, unless otherwise specified before the meeting or at the beginning of the presentation, I will be assisting you in advancing your

presentation.

If you should lose connectivity or have other technical problems with your presentation, we are ready to share your presentation if a copy has been forwarded to us.

Please acknowledge any phone participants first when asking for a response, questions or comments and allow them about 5 seconds to unmute.

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Phone participants can use #6 to toggle back and forth between mute and unmute.

If you have a response, question or comment and are joining us by phone, press #9 to use the raise hand feature. The host will need to lower your hand after your opportunity to comment or ask a question is over.

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If there are no questions or feedback at this time, I am available via the chat feature during the meeting.

Also, at this time, if you have not added your organization to your name, I would like to ask you to enter the organization you are representing today into the chat box so that we may keep an accurate record of today's attendance.

I appreciate your time and effort, enjoy today's meeting!