How to Participate in a Virtual Public Meeting

TO JOIN MEETING ONLINE

- Download the meeting app through the "Install GoToMeeting app" link posted on the Division's website. Go to www.njfishandwildlife.com/mcnclmtg.htm#marine for meeting info.
- A prompt will open asking "What do you want to do with GoToMeeting Installer.exe?"
- Click on "Run" to install the app.
- If you are ready to join the meeting immediately following the installation of the app enter the access code provided on the Division of Fish and Wildlife's website and then click Join
- If you choose to download the app well in advance of the meeting, you may join the meeting by using "**JOIN HERE**" link provided on the Division of Fish and Wildlife's website. Difficulties?
- Try https://support.goto.com/meeting/help/general-gotomeeting-troubleshooting-faqs-g2m050009

TO PARTICIPATE VIA TELEPHONE ONLY

- Call in ten minutes prior to the scheduled start of the meeting using the toll-free number listed on the Division webpage meeting announcement.
- You will be asked to enter the access code provided on the Division of Fish and Wildlife's website, enter this number followed by the pound sign (#):
- You be asked for an audio pin; no audio pin has been assigned to this meeting so just press the pound sign (#).
- The nine-digit access code is on the Division's webpage.
- You will be asked for your name so that you can be identified during the meeting.

NOTE: The meeting will be accessible one hour before the scheduled start time

Virtual Meeting Structure and General Information

The Bureau of Shellfisheries and the NJ Shellfisheries Council would like to thank you in advance for your interest and participation. The virtual meeting will follow the usual meeting structure as closely as possible. We appreciate your patience as we adjust to these changes.

MEETING STRUCTURE

- The organizer will cover "Rules of the Road" for the meeting, expected etiquette, introduce each topic, presenters and administer public discussion.

- The meeting will closely follow the agenda provided. The organizer will open the meeting and introduce each topic and presenter.

- Public attendees will have their microphones muted by the organizer during the meeting.

- Staff will be monitoring the "Chat" feature to address questions and take comments throughout the meeting. See **Public Comment** section below for more info.

- The topic will be introduced and discussed. The Council will have the first opportunity to respond and interact with presenters.

- Following discussion, the Council will then open the topic to the general public. The Council and presenter(s) may then respond to public comments.

Options for Accepting Public Comments:

Public attendees have the following options for submitting public comment:

- Use the **Chat** function (see Figure 1 below) to submit comments to be read aloud by staff during the meeting on your behalf.
- Use the **Chat** function to ask to be recognized by staff to speak during the public segment following each topic. Staff will unmute your microphone to allow the caller to enter his or her comment on the record. Your phone will then be muted.
- If you are calling in by phone, you can unmute your phone during the public segment by pressing *6.
- Submit comments in advance to staff to be read aloud during the meeting on your behalf.
- Note: all video, audio, and chat dialogs will be recorded as a matter of public record.

MEETING ETIQUETTE

- GoToMeeting users should leave webcams and audio off until instructed or required to avoid unnecessary distractions. Click the microphone and camera buttons to turn these off when logging in (see Figure 2. below). They appear **red** with a line through them when ***off***.
- If you wish to speak, indicate by chat and staff will turn your webcam and audio on. If by phone, enter ***6** to unmute yourself. Note: if a repetitive or intentional disruption occurs, staff may "lock" the meeting to maintain order.
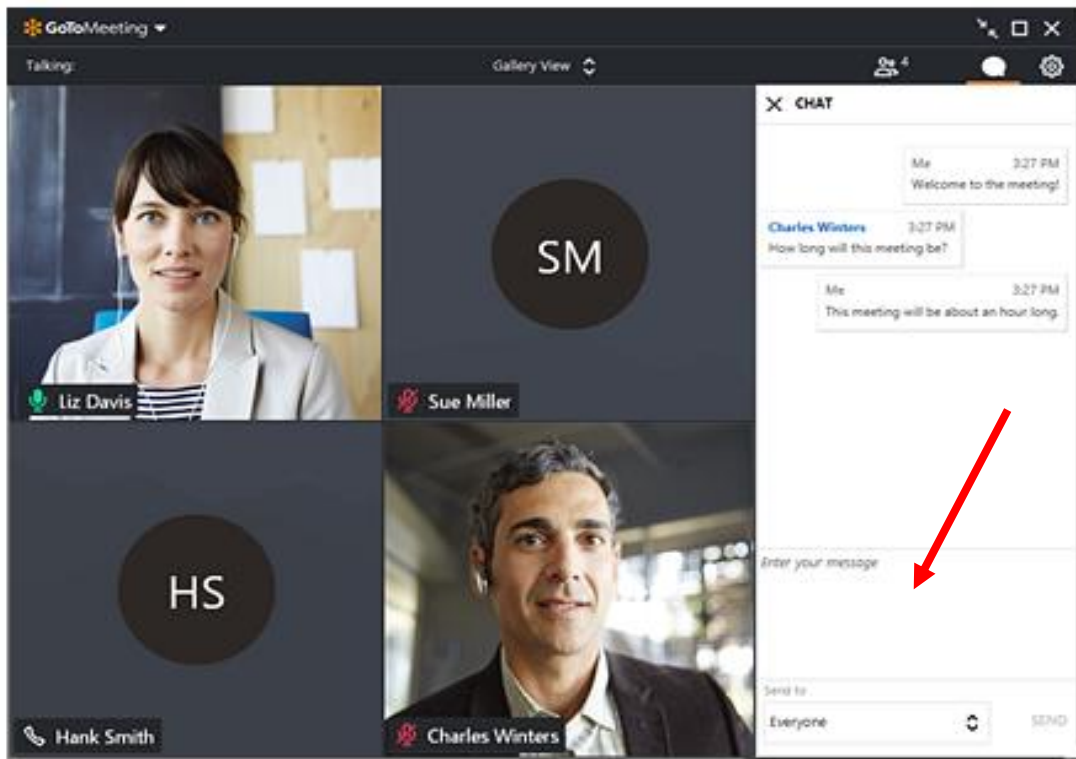
Figure 1.

Figure 2