

# Participant Guide

## *Virtual Merit Hearing (Video/Teleconference)*

### ***Video Conference Participation***

#### **MEETING INVITATION**

- A meeting invitation will be sent to you via the email you provided. Review the email and ensure to accept and take note of the following:
  - ✓ Date
  - ✓ Meeting time
  - ✓ Participant access link (“Join Microsoft Teams Meeting”)

#### **ON THE MEETING DAY**

- Have all relevant documents including the Board Report before you. To access the Board Report:
  - ✓ Go to the SDAB [website](#)
  - ✓ Download or save the Report and plans on your device
- Make sure your camera, microphone, speakers are fully functioning before you join the meeting

#### Join from Link:

- ✓ Open the meeting invite
- ✓ Select **Join Microsoft Teams Meeting**




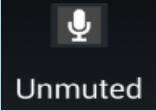


- ✓ This will take you to a page where you can choose to either join on the web or download the app. If you have the app, the meeting will open there automatically

#### Join from App

- ✓ Click **Join now** when prompted
- ✓ This takes you into a ‘lobby’
- ✓ Wait in the lobby until you are admitted into the meeting by Appeal Board Administration

#### Join from Web Browser:

- ✓ Type in your name and select **Join now**
- ✓ If you have a Teams account, select **sign in** to view other features of the meeting
- ✓ This takes you into a ‘lobby’

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|  | <ul style="list-style-type: none"> <li>✓ Wait in the lobby until you are admitted into the meeting by Appeal Board Administration</li> <li><input type="checkbox"/> To learn more, check out this <a href="#">video</a></li> </ul> <p><u>Manage microphone/speakers/camera settings:</u></p> <ul style="list-style-type: none"> <li>✓ Choose the audio and video settings you want</li> <li>✓ Select the microphone image to mute yourself, click on the image again to unmute</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Muted</p> </div> <div style="text-align: center;">  <p>Unmuted</p> </div> </div> <ul style="list-style-type: none"> <li>✓ Select the camera image to turn Video off, click on the image again to turn on video</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div> |
| <p><b>WHEN ADMITTED INTO THE MEETING</b></p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Board Administration will register you when admitted into the meeting by asking you the following: <ul style="list-style-type: none"> <li>✓ Full name</li> <li>✓ Appeal number</li> <li>✓ Status (Appellant, Applicant, Owner of Subject Property, Agent/Representative, Development Authority, Other)</li> <li>✓ Mailing address</li> <li>✓ Confirm that all materials including PowerPoint presentation were submitted by the submission deadline</li> </ul> </li> </ul>   |
| <p><b>WHEN THE MEETING BEGINS</b></p>        | <ul style="list-style-type: none"> <li><input type="checkbox"/> All proceedings are recorded</li> <li><input type="checkbox"/> The Board welcomes all participants</li> <li><input type="checkbox"/> Attends to each matter in the order shown on the Agenda</li> </ul>  |
| <p><b>DURING THE MEETING</b></p>             | <ul style="list-style-type: none"> <li><input type="checkbox"/> When referring to pages in the Board Report please state the page number at the top of the page</li> <li><input type="checkbox"/> Do not share screen with the panel</li> <li><input type="checkbox"/> Do not use the chat feature – it will not be monitored during the hearing</li> <li><input type="checkbox"/> Panel members may ask parties questions after each presentation</li> </ul>  |

## ***Teleconference Participation***

### **MEETING INVITATION**

- A meeting invitation will be sent to you via the email you provided. Review the email and ensure to accept and take note of the following:
  - ✓ Date
  - ✓ Hearing Time
  - ✓ Dial-in number
  - ✓ Participant access code

### **ON THE MEETING DAY**

- Make sure your phone system is fully functioning before you dial into the conference call
  - ✓ Dial the participant number
  - ✓ Enter the access code when prompted
  - ✓ This takes you into a lobby
  - ✓ Wait in the lobby until you are admitted into the meeting by Appeal Board Administration
- If you wish to keep your phone number private, follow one of the applicable steps when calling:
  - ✓ Landline: dial \*67, then enter the conference dial-in number
  - ✓ Cell phone: dial #31#, then enter the conference dial-in number

### **WHEN ADMITTED INTO THE MEETING**

- Board Administration will register you when admitted into the meeting by asking you the following:
  - ✓ Full name
  - ✓ Appeal number
  - ✓ Status (Appellant, Applicant, Owner of Subject Property, Agent/Representative, Development Authority, Other)
  - ✓ Mailing address
  - ✓ Confirm that all materials including PowerPoint presentation were submitted by the submission deadline

### **DURING THE MEETING**

- All proceedings are recorded
- The Board welcomes all participants
- Attends to each matter in the order shown on the Agenda
- Panel members may ask parties questions after each presentation

## ***Participant Etiquette***

- Please note that there will be other participants in the call; as such, it is expected that you:
  - ✓ Be in a quiet room with minimal background noise
  - ✓ Find the most comfortable sitting position
  - ✓ Have a pen and paper handy
  - ✓ Be on time
  - ✓ If you have an additional phone (e.g. work phone) ensure it is put on silent
  - ✓ Always identify yourself before speaking
  - ✓ Mute your phone when not speaking

#### IPhone & Android

- To mute yourself during the conference call, tap the “Mute” button showing on your phone screen. Tap the “Mute” button again to unmute yourself.

#### Landline & others

- If the landline has a “Mute” button, tap the "Mute" button on the key pad. Tap the "Mute" button again to unmute when you want to speak.
  - Press "\*6" to Mute a landline or phone that does not have a “Mute” button or feature readily available. Press "\*6" again to unmute yourself.
- ✓ Speak loudly and clearly
  - ✓ Be respectful; do not interrupt speakers
  - ✓ Do not put the meeting on hold to take an incoming call
  - ✓ Avoid eating or chewing
  - ✓ Be mindful when turning pages of your materials
  - ✓ Pay attention and avoid being distracted
  - ✓ Sign off with a “goodbye” when your matter is concluded