

CWPPRA Technical Committee Meeting
September 3, 2020 @ 9:30 a.m.
Instructions to Participate Virtually

Introduction

Due to COVID-19 social distancing recommendations, the CWPPRA Technical Committee will hold a virtual meeting in place of the regularly scheduled public meeting. This virtual meeting will take place on September 3rd at 9:30 a.m. via WebEx. The public is invited to participate. Detailed instructions on how to access the meeting and how to submit comments and questions are provided on the following pages of this document.

You will also have the option to activate your webcam and share your video connection during the meeting. Instructions on how to do so can be found on the following pages. Though not required, sharing your video is encouraged so that our virtual meeting more closely resembles an in-person public meeting.

If you have connection issues, troubleshooting guidance is provided at the end of this document.

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What is WebEx? WebEx is a company that develops web-conferencing applications. It is completely free for you to sign in to the CWPPRA Technical Committee Meeting.

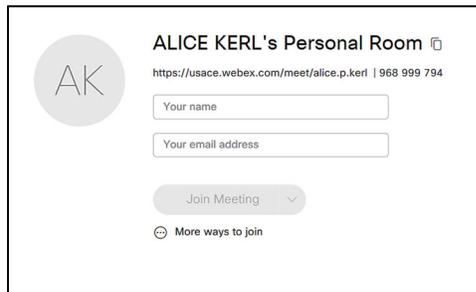
Required Devices:

- Computer (with WiFi access)
- Phone
- WebCam (Optional: necessary if you choose to share your video)

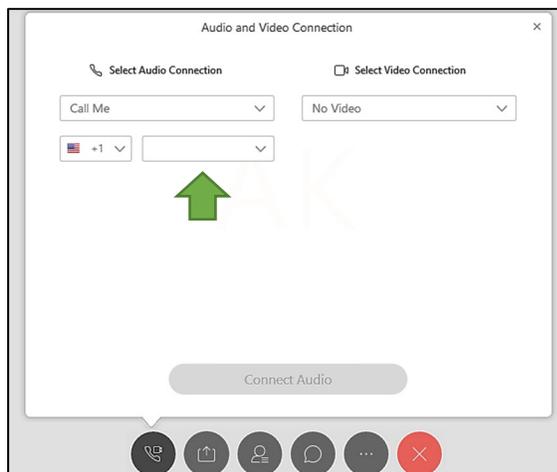
Joining the WebEx

1. In your internet browser, search: <https://usace.webex.com/meet/alice.p.kerl>
*The best method is to copy and paste the above link into Internet Explorer. WebEx appears differently in various internet browsers such as: Safari, Google Chrome, Firefox, etc. Each visual shown in these instructions are screenshots of WebEx using the Internet Explorer browser.

You will be automatically directed to the screen shown below:



2. Fill in Your Name (first and last), include your affiliation in this box as well, and Your Email Address in their respective dialogue boxes.
3. Select the '**Join Meeting**' button. Then, you will be automatically directed to the screen shown below:



4. Underneath the 'Select Audio Connection' section, ensure that the '**Call Me**' option is selected.
5. Underneath the 'Select Video Connection' section, you have the option to enable your camera by selecting the webcam option from the drop down menu; or if you do not wish to show yourself, select the '**No Video**' option.
6. Type in your phone number, including the area code, in the dialogue box (a green arrow in the image above points directly to this box) and then click '**Connect Audio**'
7. The program will then call your phone, Answer it!
Using your phone keyboard, type "1" when directed to.

You should now be connected audibly and visually to the meeting.

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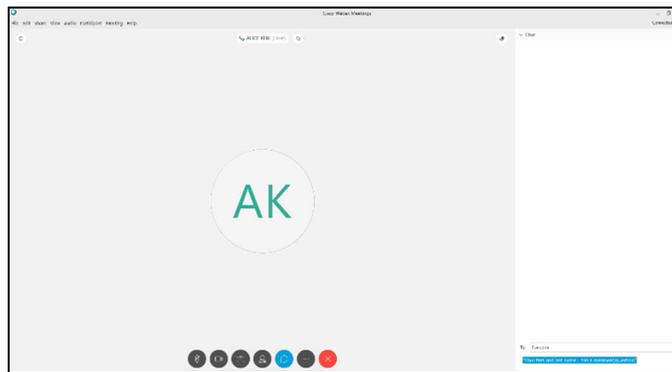
How to Request to Speak

Similar to the typical in-person Technical Committee Meetings, the public will be given the opportunity to provide comments or ask questions after each agenda item. Because this is a virtual meeting, background noises need to be monitored and **all lines will be placed on a global mute**. Through WebEx, you will be utilizing the Chat Box to submit a request to speak. Once your name is called, you will be directed to dial *6 on your phone to unmute your line. After you provide your statement, you will be directed to dial *6 again to re-mute your phone.

At the bottom of your screen, a row of icons should appear. See image below:



1. Click the **Chat Box icon**. (the green arrow above is pointing directly at the icon)
A chat box will appear on the right hand side of your screen, as shown in the image below:



2. In the chat box, ensure that **“Everyone”** is selected in the drop down menu after **“To:”**
3. Type your message in the chat box: **“[Your Name (first and last)]”**



4. Press **“Enter”** on your keyboard to send the message.
5. You will be called upon by name and asked to **dial *6 on your phone keypad**. This will **unmute your phone**. A CWPPRA representative will confirm that we hear you and you may provide your statement.
6. Once you have provided your statement, you will be directed to **dial *6 on your phone keypad** again. This will **re-mute your phone**.

*Please remain patient - Your name will be called in the order in which the requests were received.

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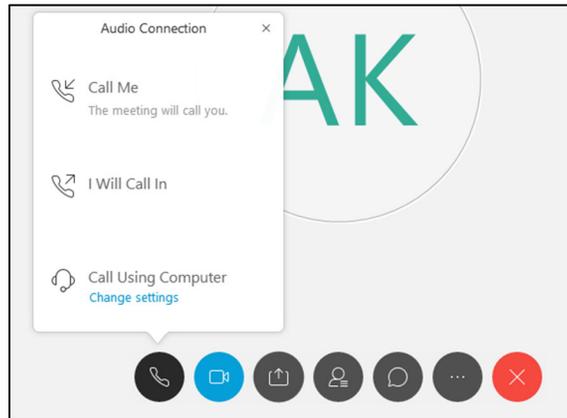
Troubleshooting:

In the case that you encounter a lost or interrupted audio/telephone connection, you may either dial in directly using the information provided below,

----- Audio Conference -----
USA Toll-Free: 866-390-1828
ACCESS CODE: 1411878
SECURITY CODE: 1234

<https://usace.webex.com/meet/alice.p.kerl>
Meeting Number: 968 999 794

OR you can click the icon seen in the image below and you will receive a phone call to re-join the meeting.



If your visual connection is lost or interrupted, you will have to repeat the log in instructions above from the **‘Joining the WebEx’** section.