Guide to Zoom Webinar Meetings for PSC Members

Preparing for the meeting

1. Test your set-up. The easiest way to make sure that you're all set for the meeting is to try out Zoom's "test meeting". If your audio and video work on this test, you will be fine when you join the meeting.

2. We recommend downloading Zoom to your desktop or phone (Learn more about downloading Zoom) so that you can make use of its full functionality. You can also download the Zoom app for easy entry into the meeting.

3. Some helpful resources from Zoom: Check out these resources from Zoom: FAQ and Zoom Video Tutorials.

4. Commissioners will be on video, so check your background for distractions.

5. Review meeting materials. Especially now that meetings are virtual, it is important that everyone review material prior to the meeting. Staff will send documents at least one week prior to each meeting.

6. Supplies to have on hand:
   - Computer connecting to an outlet (so you don't run out of power).
   - Links to the agenda and the documents for the meeting.
   - Hard copies of project documents (like DOZA Volumes 2 and 3).
   - Food and drink if you want.
   - Pen and paper.

7. Distractions – Consider avoid distractions on your computer. You can do this by turning off computer notifications, closing email, social media, chat, etc. You could also close webpages that are not necessary for the meeting itself.

Getting into the meeting

1. You can enter the meeting before it starts to make sure your set-up is working. Please login about 20-30 minutes prior to the start time, so you can log in, say hi, do your sound check, and get settled.

2. To join the meeting via computer, smartphone, or tablet, follow the link you receive. Staff will be sharing their screens (documents or PowerPoint presentations) so we highly encourage you use a computer, so that the information is readable.

3. If you do have a slower internet connection, consider connecting to audio via your cell phone, or turn off video while experiencing poor voice quality.

During the meeting
1. Raise Hand function – If you want to make a comment or ask a question, use the Raise Hand function. Eli and the Director (Andrea or Joe, depending on meeting) will be monitoring this.

2. Chat function – We will **not** be using the Chat function in Zoom for PSC meetings. This creates potential issues with record-keeping and public records, so we will not use it. If you have a reminder or one-on-one comment to another commissioner during the meeting, please text them directly (and then delete the text).

3. Breaks – We will avoid taking breaks during the meeting. If you need a break, simply turn off your video and turn it back on when you return. This way everyone will know you stepped away for a moment.

4. Tech Support – If you have technical issues during the meeting, a couple options:
   a. Sign out and quickly sign back in. Please text Julie (503-459-7101) if this happens so she can move you from the Attendees list to the Panelist list (so you have full participation functionality).
   b. Text Kevin Martin at 503-752-5919, who will be assisting with this PSC meeting.

FYI about public participation
1. The public will have access to watch PSC meeting on YouTube. Links for each meeting will be provided on the agenda and the PSC events page.

2. For items that are public hearings and we're accepting oral testimony, people will be asked to pre-register to provide testimony (link posted on the website, in the notices, and within the meeting notice/email). They will join the meeting as Attendees, not Panelists. This difference restricts access to ensure PSC meetings run smoothly with as few interruptions from our agenda as possible.

3. As with all projects that the PSC takes testimony on, written testimony is accepted until the hearing date/time.

Follow-up
1. The meeting minutes and links to presentations and shared documents will be uploaded to the corresponding PSC meeting (event) webpage as usual.

2. We encourage you to share any ideas after the meeting with Julie and Sandra that help us connect with each other better! Please offer suggestions or ask questions to Julie after the meeting (via email). We want to be sure PSC members are getting comfortable in this new meeting format, and we'll do our best to address issues that you and/or others may be having in time for the next meeting.

FAQs

How do I sign up for Zoom?
You can sign up for a free Zoom account at zoom.us/signup, but you don't have to sign up to join a PSC meeting.

How do I join a Zoom meeting?
You can join a meeting by clicking the meeting link or going to join.zoom.us and entering in the meeting ID. Learn more about joining a meeting.

I can't hear anything, what should I do?
On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. Learn more about connecting your audio.

How do I use Zoom on my PC or Mac?
After downloading Zoom, learn how to use the Zoom Desktop Client.

Why is there echo in the meeting?
Echo can be caused by many things, such as a participant connected to the meeting audio on multiple devices or two participants joined in from the same local. Learn about common causes of audio echo.

Audio isn't working on my mobile device.
Read tips on troubleshooting audio that isn't working on your iOS or Android device.

Audio isn't working on my laptop. What should I do?
You can dial in from your phone at the given meeting number.