



ZOOM MEETING PARTICIPANT GUIDE

Due to the Declaration of a State of Emergency for the State of Maine and Town of Kittery, meetings will be held remotely in accordance with LD 2167. To facilitate public participation while remotely meeting, the Town is utilizing Zoom Webinars to host the meetings. Zoom webinar participation is free, and accessible via computer, iPad, smartphone, or other device that can access the internet.

SIGNING-UP FOR A MEETING

In order to protect against Zoom-bombing, registration is required to participate in a Town Board or Committee meeting via Zoom. To register, click or enter the link provided on the Agenda or Public Hearing Notice into your web browser.

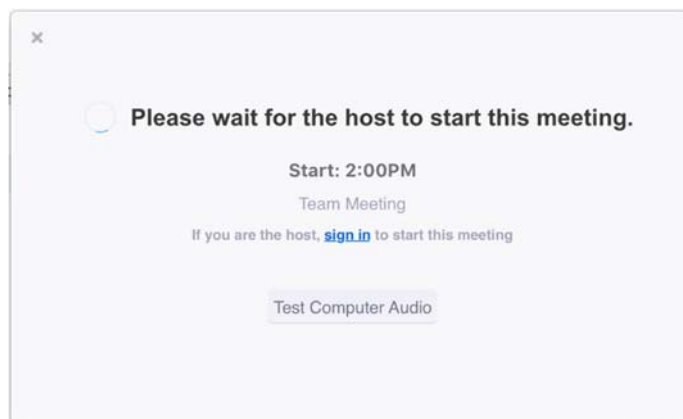
Enter the information requested and click

Register

You will receive an email response that will include the details about the meeting, along with the link to join the meeting.

WAITING FOR THE MEETING TO BEGIN

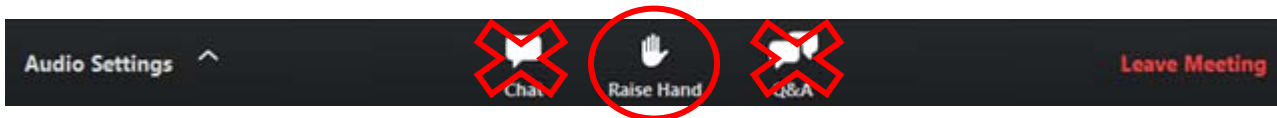
You may log on to the meeting before it begins. If you do, you will see this message.



PARTICIPATING IN THE MEETING – RAISE YOUR HAND

Once you enter the meeting, there will be a toolbar at the bottom of the screen that will allow you to engage in the meeting. Your microphone will be turned off when you enter the meeting.

To provide comment during a Public Hearing or during the Public Discussion portion of the meeting, click the **raise hand icon**. Chat and Q&A will be turned off for the meeting.



Participants wishing to speak are asked to adhere to the same rules as in-person meetings. Public Discussion comments are limited to 3 minutes. The Chair will indicate when the participant needs to close their remarks. The Chairperson will respond to comments received during the Public Discussion phase of the meeting.

Every effort will be made to ensure participants speak in the order their hand was raised. Please be patient, as there may be other participants ahead of you wishing to speak.

When it is your turn to speak, the moderator will call your name and unmute your microphone. When you are done speaking, the moderator will put your microphone on mute again.

LEAVING THE MEETING

You may leave the meeting at any time. To leave the meeting, click "Leave Meeting".

