

Procedures for Remote License Meeting – Attendees

- To sign in, go to <https://zoom.us>, select the option to “Join a Meeting” and enter the Meeting ID listed on the meeting agenda. IMPORTANT: if you wish to speak on any topic before the Commission, you must enter your name when entering the meeting.
- When you enter the meeting, you will not be able to speak or display your video feed.
- If you are going to be speaking as an applicant or representative on an agenda item, wait until that item is called, and then use the “Raise Hand” feature at the bottom of your meeting screen (it should be roughly in the center of your controls at the bottom of the screen – if you don’t see it, move the cursor over your screen to activate the controls). You will then be allowed to show video and to speak before the Commission. After the Commission has completed deliberation on that application, you will be returned to the “no video feed/no speech” status.
- If you wish to speak as a member of the public on a given matter before the Commission, use the “Raise Hand” feature as described above. When the Commission calls upon you, you will be permitted to speak. You will not be permitted to display video feed.
- Please be aware that this is a new process for the License Commission, and there will be issues we need to resolve and improvements we will need to make. We ask for your patience.