

Procedures for Remote License Meeting – Attendees

- To sign in, use the information provided in your email or on the agenda. **IMPORTANT:** if you wish to speak on any topic before the Commission, you must enter your name when entering the meeting – if you are joining the meeting by telephone, entering a name is not possible, and so not required.
- If you join the meeting early, you will receive a message telling you to wait until the host starts the webinar. This is normal, and you will be brought into the meeting when it begins.
- When you enter the meeting, you will not be able to speak or display your video feed. As each item is called by the Chairman, you may request the option to speak in the following manner:
 - **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 promoted to panelist, which will permit you 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 asks for opponents or proponents, you will be permitted to speak. You will not be permitted to display video feed.
 - **If you are joining the License meeting by phone,** you may use the “Raise Hand” feature by dialing *9 to raise your hand at the appropriate time, and you will be allowed to speak.
- The Q&A function will be enabled. This can only be used for procedural questions. Open Meeting Law requires the business of the License Commission to be completely public, so if you have a question related to a matter before the Commission, you must request the option to speak as listed above.
- Please be aware that this is an evolving 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.