

## READ THIS TODAY!!

### Special Instructions for the March 3, 2022 Remote Town Meeting

COVID-19 precautions require that the Town conduct this winter Special Town Meeting “remotely” – via a device connected to the Internet. While Zoom, upon which the meeting relies, is well known to many, it is new for others and we want to do all we can to help. Following are general instructions and practice session information:

**To participate in the meeting, you will need...**

**1. A computer, tablet, or other device that is connected to the internet**

For the best user experience, use a computer or iPad; a smart phone will work, but will not provide a good user experience as a larger display screen is preferred. The device must have a video camera and a microphone. You can call in by phone if your computer doesn't have a microphone, but you must be logged in on a device to request to speak and to vote. **If you need access to a device or internet, let us know so we can arrange this for you.**

**2. Zoom meeting**

Entering a Zoom Meeting is as easy as clicking on the meeting link that you receive via email, and entering the meeting ID and password, when prompted. You will first want to install Zoom on your device. There are many tutorials for using Zoom online, but we thought these links would be very helpful:

**Joining a Zoom Meeting**

[https://youtu.be/pAMDxH\\_H\\_Cs](https://youtu.be/pAMDxH_H_Cs)

**Basic In-Meeting Navigation**

<https://youtu.be/Dcd6nNmtGo0>

- You will be placed in the waiting room when joining the meeting.
- You will be muted upon entering the meeting. When you want to speak please raise your hand under reactions (at bottom of the screen) and a host will unmute you but you must ACCEPT the request to unmute.
- You will be able to communicate with the Host via Chat
- If calling in by phone, you must press \*6 to speak

**3. An email address that will allow you to receive and open your Zoom Link**

You will receive an email with a meeting link to Zoom that is for your use only. If you live in a home with two Town Meeting members, you **MUST** each have your own device in order **to vote!** The links allow you to:

- Use the confirmation email to join Zoom, so you can see, hear, and speak

**To be successful, we will all need a little practice!**

**We will hold two practice sessions** that will allow us all a chance to become accustomed to these tools. **We strongly urge your participation** in one or both of these sessions, which will be held on:

- **Thursday, February 24.** Registration begins at 6:15 pm. Practice starts at 6:30pm
- **Tuesday, March 1.** Registration begins at 6:15 pm. Practice starts at 6:30pm

**Note:**

- **An email with login info for the practice sessions will be sent on Wednesday, Feb 23**
- **An email with login info for the STM will be sent on Wednesday, March 2**