

HOUSE KEEPING

- ❖ This meeting is being recorded.
- ❖ Please display your name using the “Edit display name” option.
- ❖ In the chat, there are links to the following:
 - Project website
 - All focus areas map
 - Focus area video
 - Virtual Focus Group housekeeping items
- ❖ The Host will mute all participants during the Presentation and Exercise periods.
- ❖ The Host will unmute participants during the Questions and the Discussion periods, when the participant notifies the desire to speak.
- ❖ To notify the desire to speak use the “Raise Hand” option only during the Questions and Discussion periods.
- ❖ Questions and comments will be limited to no more than 2 minutes per participant.
- ❖ Follow up questions or comments are permitted with the same time limitation.
- ❖ When speaking, please identify yourself and the area of the City you live, work or your organization is located in.
- ❖ All participants are encouraged to use video for this Focus Group meeting.
- ❖ Select “Start Video” to turn your video on.
- ❖ Use the Chat box to communicate with the Host for questions or clarifications requested.
- ❖ The Exercise will include a polling and Q&A platform that will prompt you for responses.