

TOWN OF BRATTLEBORO

Town Manager's Office · 230 Main Street · Brattleboro, VT 05301
(802) 251-8151 Fax (802) 257-2322

Procedures for Use During Virtual Meetings

- **How to Connect to a Meeting**

- The Town of Brattleboro will use the Zoom platform.
- Please join the meeting from your computer, tablet or smartphone using this link.
<https://us02web.zoom.us/j/86067892659>
- You can also call in using your telephone by dialing any of these toll-free numbers in the United States:
 - 833 548 0282 US Toll-free
 - 877 853 5247 US Toll-free
 - 888 788 0099 US Toll-free
 - 833 548 0276 US Toll-free
- You can access a list of non-toll-free for locations around the world using this link.
<https://us02web.zoom.us/j/k2Hdbk6mA>
- The Meeting ID for this meeting will be 860 6789 2659

- **When to Connect to a Meeting**

- The public meeting will begin at 6:15pm.
- The virtual meeting room will open at 6:10pm.
- In the event of a planned Executive Session, the Board will open the meeting in the regular meeting room (as listed above) at the time noted on the warning and then remove themselves to a sperate meeting room for the duration of the Executive Session. The public meeting room will reopen at 6:10pm and the public meeting will resume at 6:15pm.

- **How to Participate During the Meeting**

- We ask all members of the public and any presenting guests to turn off their cameras and mute their microphones upon entering the virtual meeting room.
- If you wish to ask a question or offer a comment during Public Participation or during any other time that the Chair has requested audience participation, we ask that you “raise your hand” and the Chair will call on you. Once called upon your microphone will be unmuted.

- **Comments**
 - Please direct any comments on the virtual meeting process to townmanager@brattleboro.org.
- **Good Practical Advice AUDIO:**
 - Be sure that your computer or phone's speaker is not too loud - reduce the volume to a level that is still audible to you, but no higher than needed, since loud volumes can create problems for noise cancellation during the meeting. If possible, use headphones for best performance.
 - Stay 3 to 4 feet away from your built in microphone and camera. Too close will cause distortion, and too far will create a distant sound which is harder for all to hear.
 - Speak in a normal tone of voice, do not shout or try to 'project'.
- **Good Practical Advice VIDEO:**
 - Position yourself so that the brightest light source is in front of you, BEHIND your computer or smartphone. During day, a window of indirect light provides the best 'large source' lighting. At night, try 'bouncing' light using a strong lamp pointed at a white wall rather than pointing lamp directly at your head.
 - Avoid bright lights or windows behind you and/or in the background, since anything bright will cause your face/body to go dark as the camera tries to adjust to proper light level.
 - If possible, elevate your device and its camera so that it is at least level with your eyes while you are in seated desk position. The added bonus to this is that EVERYONE looks better if camera is level or slightly higher than their eyes - trust me.
 - If using a phone, ALWAYS turn sideways for 'landscape' mode, never vertically. This will also help produce good audio.
 - Never try to hold phone in hand during a meeting if possible. Prop phone in front of books, etc to a comfortable position that will stay and allow you to have use of hands, and this also improves audio.