Procedures for Use During Virtual Meetings

- **How to Connect to a Meeting**
  - The Town of Brattleboro will use the GoToMeeting platform.
  - The permanent link for accessing regular meetings of the Brattleboro Selectboard will be [https://global.gotomeeting.com/join/804762765](https://global.gotomeeting.com/join/804762765).
  - The permanent call in (not recommended) number will be 1-866-899-4679. The permanent Access Code will be 804-762-765.

- **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 separate 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 type your name in the Chat feature. The Chair will monitor the Chat feature and will call on you in the order in which they were received. Please do not use the Chat feature to ask your question or to give a comment, instead please just write your name and you will be called upon. Once called upon your microphone will be unmuted.
  - After questions are received from computer participants, the Chair will ask callers (if any) to identify themselves if they have a question or a comment.
• Comments
  o Please direct any comments on the virtual meeting process to
townmanager@brattleboro.org.

• Good Practical Advice AUDIO:
  o 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.
  o 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.
  o Speak in a normal tone of voice, do not shout or try to 'project'.

• Good Practical Advice VIDEO:
  o 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.
  o 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.
  o 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.
  o If using a phone, ALWAYS turn sideways for 'landscape' mode, never
    vertically. This will also help produce good audio.
  o 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.