

Guide to public participation in PCEF Zoom Meeting

Thank you for your interest in PCEF! We created this document to help you get connected and prepared for our next meeting.

Preparing for the meeting:

1. Test your set-up. The easiest way to make sure that you're all set for the workshop is to try out Zoom's test 'meeting' here: <http://zoom.us/test>. If your audio and video work on this test, you will be fine when you join our meeting.
2. We recommend downloading Zoom to your desktop ([Learn more about downloading Zoom](#)) so that you can make use of its full functionality. You can also download the [Zoom app](#) for easy entry into the meeting.
3. Some helpful resources from Zoom: [FAQ](#) and [Zoom Video Tutorials](#)

Getting into the meeting:

1. You can enter the meeting before it starts and will be entered into the "waiting room." You will be added into the meeting when it begins.
2. To join the meeting via phone, computer, smartphone, or tablet, go to the meeting event page and join at the link provided (each meeting link will be different due to security concerns): <https://beta.portland.gov/bps/cleanenergy/events>

Giving public comment:

1. We will invite the public to comment ten minutes into the meeting.
2. You can provide public comment in this meeting in several ways:
 - 1) At the beginning of the meeting by getting added to the public comment list the three ways below. After you are added to the public comment list, the facilitator will call out names from the list and invite them to speak.
 - i. **Email.** Emailing cleanenergyfund@portlandoregon.gov before the meeting (we will then add your name to our list and call out your name during the public comment agenda item);

- ii. **Chatbox.** If you are logged onto the Zoom meeting, during the first ten minutes of the meeting let us know you'd like to be added to the list by telling us in the chatbox;
 - iii. **Speaking up when phone lines are unmuted.** If you are joining us by phone, we will unmute the phone lines right before we begin public comment and ask folks if they'd like to be added to the list. The facilitator will then add those folks on the list and call out their name to give public comment.
- 2) After the meeting, fill out our feedback survey <http://bit.ly/PCEF-feedback> within 24 hours after the meeting or email us at cleanenergyfund@portlandoregon.gov and provide any comments you had about the meeting.
- 3) Please note that the PCEF Committee and staff welcome public input on any PCEF matters at any time via email at cleanenergyfund@portlandoregon.gov or by calling 503-823-7713.

Guidelines for public participation. *The following norms will be applied to virtual Committee meetings. Please note that Committee meetings are open to the public, public comment during the meeting is available around 10 minutes into the meeting, the public is asked to observe and listen as the priority for these meetings are getting through Committee business, and opportunities for public engagement will be available in other forums.*



Captioning: this meeting is being captioned. To enable captioning on Zoom, go to Settings > Show subtitles



Chatbox: the group chat function on the Zoom app will only be open for introductions and public comment. All other times, you can only chat with hosts (PCEF staff) who can help with technical troubleshooting.



Raise Hand: this function will be used by the Committee only.



Video: videos will be turned on for the Committee, presenters, and facilitators. Everyone else including members of the public will have their videos turned off.



Microphone: members of the public will be muted unless giving public comment or during introductions.



Recording: this meeting will be recorded.

Follow-up:

1. The meeting minutes will be uploaded to the meeting webpage.
2. We'll be asking for feedback on our virtual adaptation so we can learn quickly – thanks in advance for experimenting and learning together!

FAQs:

Q: How do I join a Zoom meeting?

A: You can join a meeting by clicking the meeting link or going to join.zoom.us and entering in the meeting ID. [Learn more about joining a meeting.](#)

Q: I can't hear anything, what should I do?

A: On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. [Learn more about connecting your audio.](#)

Q: How do I use Zoom on my PC or Mac?

A: After downloading Zoom, [learn how to use the Zoom Desktop Client.](#)

Q: How do I sign up for Zoom?

A: You can sign up for a free Zoom account at zoom.us/signup, but you don't have to sign up to join our workshop.

Q: Why is there echo in the meeting?

A: Echo can be caused by many things, such as a participant connected to the meeting audio on multiple devices or two participants joined in from the same local. [Learn about common causes of audio echo.](#)

Q: *Audio isn't working on my mobile device.*

A: [Read tips on troubleshooting audio that isn't working on your iOS or Android device.](#)

Q: *Audio isn't working on my laptop. What should I do?*

A: You can dial in from your phone: +1-408-638-0968, Meeting Code: 4997427311#