# CBOC Virtual Meeting Instructions – 07/8/2021

**Joining the Meeting**

* Please join at 4:00pm to allow any connectivity troubleshooting.
* Click the link below to join: [**https://bit.ly/CBOC\_July8**](https://bit.ly/CBOC_July8)
* Webinar ID: **910 6384 0229**
* You can also join by phone if needed:
  + Dial(for higher quality, dial a number based on your current location): US: +**1 213 338 8477 US (Los Angeles)**
  + Webinar ID (same above): **910 6384 0229**
* Having an issue connecting? Email:
  + Eric Walker - [ewalker@riversideunified.org](mailto:ewalker@riversideunified.org)

**Webcam and Microphone Best Practices**

1. Clean your camera with cloth (reduces glow effect from the dirt)
2. Do not sit with a window behind you (turns you into a silhouette)
3. Camera should be at eye-level
4. Participate in a well-lit and quiet room
5. Please use headphones with a microphone if you have available; your ability to hear others clearly and be heard clearly by others is enhanced.
6. If you do not wish for your webcam to be turned on we encourage you to upload a photo of yourself in your Zoom account so the profile picture of your choice will be displayed while speaking.

**Network Connection**

1. Your video and or audio may come in spotty if too many devices are using your home network. If possible, reduce the number of people/devices using your home WIFI.
2. Connect your device to home internet with ethernet if able.

**Request to Speak**

* Click the “Raise Hand” button to request to speak. You will be inserted into the cue for the chairperson to call on.
* The CBOC chairperson will facilitate and call on requesting speakers. Staff will unmute microphones when called upon.
* When finished speaking, please indicate that your question/comment is finished.

**Voting**

* The CBOC chairperson will call for motions and committee members can “Raise Hand” to be called on to make a verbal motion.
* The CBOC will facilitate a roll call vote and will call on individual committee members to vote yes, no, or abstain.

**Public Viewing and Spanish Interpretation**

* If you would like to listen to this meeting in Spanish, please access the Interpretation icon at the bottom of your screen and select the Spanish language channel.

**Meeting Recording**

* This meeting will be recorded and posted to CBOC web page along with past meeting recordings.

**Public Comment**

1. **To participate and provide verbal comments on your computer (Join from a PC, Mac, iPad, iPhone or Android device)**

* Click the following link:[**https://bit.ly/CBOC\_July8**](https://bit.ly/CBOC_July8)If Zoom is not already installed on your computer, click “Download & Run Zoom” on the launch page and press “Run” when prompted by your browser. If Zoom has previously been installed on your computer, please allow a few moments for the application to launch automatically.
* Select “Join Audio via Computer.”
* The virtual conference room will open. If you receive a message reading, “Please wait for the host to start this meeting,” simply remain in the room until the meeting begins.
* Prior to consideration of the specific agenda item, staff will prompt members of the public when to use the “raise hand” function to submit their request to speak on that specific agenda item.
* During the appropriate time, use the “raise hand” function located in the participants’ window. RUSD staff will ask you to unmute your line when it is your turn to speak. Limit oral comments to 3 minutes, or as otherwise directed by the Chairperson.

1. **To listen and provide verbal comments by phone**

* **Call +1 (213) 338 8477** to access the conference room. Given high call volumes recently experienced by Zoom, please continue dialing until you connect successfully.
* Enter the Meeting **ID: 910 6384 0229** followed by #.
* Indicate that you are a participant by pressing # to continue.
* You will hear audio of the meeting in progress. Remain on the line if the meeting has not yet started.
* Prior to consideration of the specific agenda item, staff will prompt members of the public when to use the “raise hand” function to submit their request to speak on that specific agenda item.
* During the appropriate time, press \*9 to add yourself to the queue and wait for district staff to prompt you to speak. RUSD staff will ask you to unmute your line by pressing \*6 when it is your turn to speak. Limit oral comments to 3 minutes, or as otherwise directed by the Chairperson.