



**MCT BOARD MEETING
October 21, 2020
ZOOM INSTRUCTIONS**

As previously noticed, the Meadowlands Conservation Trust Board meeting scheduled for Wednesday, October 21, 2020 at 10:00 am will be conducted via the Zoom virtual meeting service at the scheduled date and time. Physical NJSEA facilities will **be closed** to the public for the meeting.

“Zoom Cloud Meetings” is the name of the app. Please download the app on a computer or mobile device and use the following Meeting ID number: **820 106 1164**. Alternatively, members of the public can visit the following link and join the meeting: <https://us02web.zoom.us/j/8201061164>. Members of the public can also join by telephone by dialing **929-205-6099** and entering the Meeting ID number: **820 016 1164**. Video functionality will be turned on for the Board of Trustees and MCT staff. If you are a member of the public and wish to participate in the public portions of the meeting, you must follow the following instructions to join the virtual meeting via Zoom Audio:

- Join the virtual meeting by using the Zoom application or telephone information provided above.
- The public will view the virtual meetings as an attendee. Attendees will be in “Listen & View Only Mode”. Attendees will not be able to activate their video nor their microphone.
- During the meeting, the Chairman will ask members of the public to "raise your hand" via the Zoom application should you wish to speak on resolutions and again during the general public participation portion of the meeting.
- If you would like to speak during the public comment portions of the meeting, you must virtually “Raise Your Hand by clicking the "Raise Your Hand" button. The attendees who request to make a comment will be unmuted by the host in the order they raised their hand which then they can proceed with their public comment.
- If participating by telephone the attendee during the Public Participation of the meeting can raise their hand by pressing *9. When it is their time to speak in the queue, they will be unmuted by the host. After your comment is complete, the host will then mute your audio.
- All participants must provide their name and address. Participant’s comment and/or questions will be included in the Board’s public record of the meeting.
- You may notify the MCT of your intention to speak and on what subject by emailing cmercado@njsea.com by 5 p.m. the day prior to the meeting. You may still speak on the day of the meeting if you do not email ahead of time.

The Zoom Meeting is the official means of conducting the meeting virtually. Public participation will only occur by either pre registering your questions or comments by emailing cmercado@njsea.com prior to the meeting or being an attendee in the Zoom meeting and raising your hand during the public portion of the meeting.