



**MCT BOARD MEETING
December 8, 2021
ZOOM INSTRUCTIONS**

As previously noticed, the Meadowlands Conservation Trust Board meeting scheduled for Wednesday, December 8, 2021 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: **834 4980 6351**. Alternatively, members of the public can use the following link and join the meeting: <https://us02web.zoom.us/j/83449806351>

Members of the public can also join by telephone by dialing **929-205-6099** and entering the Meeting ID number: **834 4980 6351#**. 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 if they would like to speak. If you would like to speak during the public comment portions of the meeting, use the **Chat function** at the bottom of the screen. Type your name and hit send. People will be called upon to speak in the order in which their requests are received. Attendees will then be asked to unmute themselves. Participants can unmute themselves by clicking on their microphone icon.
- 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.