

# AB 617 Public Meeting on Zoom Webinar Quick Start Guide

Zoom Webinars is a platform that will be used to host AB 617 Community Steering Committee (CSC) meetings virtually and will be open to the public.

This Quick Start Guide is designed to introduce webinar participants interested in joining AB 617 Community Steering Committee meetings via the Zoom Webinar platform. It provides information about how to join a webinar and how to engage during the webinar, ask questions to presenters, and make comments to inform the AB 617 Community Emission Reduction Program.



## Who can join a Zoom webinar?

**Meeting facilitator/organizing agency:** Harder+Company Community Research facilitates the Zoom webinar as the meeting host. Imperial County Air Pollution Control District, Comite Civico del Valle, and the California Air Resources Board are all agencies that help organize the CSC meetings.

**AB 617 Community Steering Committee (CSC) members:** primary and alternate voting members for the AB 617 community steering committee – including the co-chairs.

**Meeting presenters:** representatives from the corridor cities or agencies that deliver presentations on AB 617 matters.

**General public member:** members of the public that join the webinar, can ask questions and make comments to provide input during the meeting.



## Joining the Webinar

To join the webinar, click the link that the host provided you or that you received in the confirmation page. If you do not have the link, you can join by locating the 9-digit meeting ID/webinar ID and the Password.



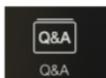
## Enabling Audio Settings

When you have joined the webinar, ensure you have a working speaker so that you can hear the presentation. To manage your audio, click on 'Audio Settings'. Alternatively, you can dial into the webinar on the phone using the number and details provided in the webinar invitation email.



## How can users engage during the meeting?

This will largely depend on whether you are an AB 617 CSC meeting presenter or general public member.



CSC members, meeting presenters, and general public members



CSC members and meeting presenters

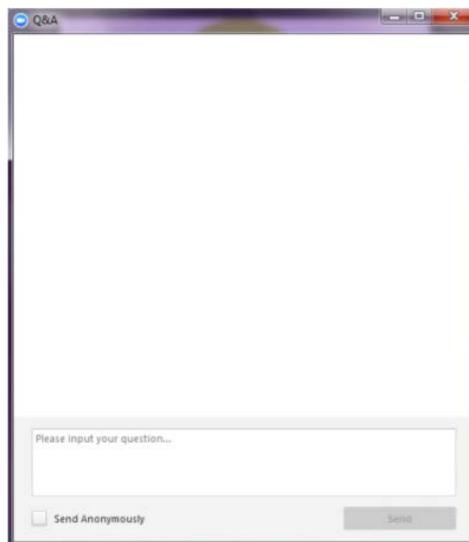


CSC members and meeting presenters

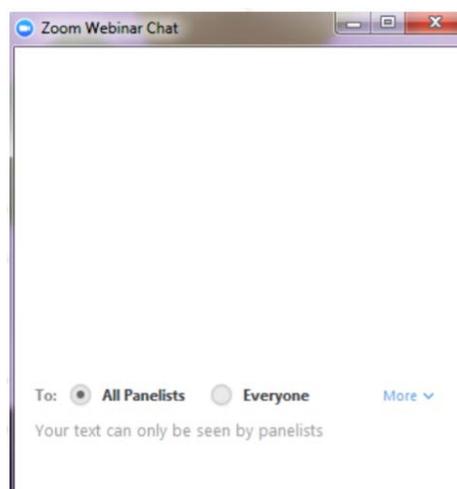


General public members may use Raise Hand feature if they wish to speak. \*Note: This requires permission from the Host.

The **Q & A button** enables the general public to ask questions during the webinar.



The **Chat box** allows CSC members, meeting presenters, and meeting organizing agencies to ask questions or make comments during the webinar. Selecting "All Panelists" will make the question visible to the CSC members, presenters, and meeting facilitators.



As usual, CSC members and meeting presenters are asked to mute their microphones until they have a question or comment. The audio may be muted by clicking on the microphone icon located in the lower left-hand corner of the menu bar. The camera may also be turned on and off by the CSC members and presenter.



The **Raise Hand** button will alert the meeting facilitators (host) that a member from the general public would like to ask a question over the audio. Members of the public that would like to make a comment/as a question after presentations or during public comment must select the raise hand option. Then, the meeting facilitator will enable the mute/unmute feature. When a general member raises their hand, they will see the following pop-up for around five seconds. CSC members can mute/unmute themselves during the meeting.

