

606 Conducting the Virtual Meeting

Welcome

As people join the meeting, the organizer should periodically thank them for joining and letting them know that the meeting will soon begin. As an alternative, include a statement on the screen with a similar message.

Virtual Broadcast

The goal of the virtual meeting is to replicate, as much as possible, the experience and information provided at the in-person meeting. This can be achieved by walking through the various boards and display materials on slides or providing a presentation about the project. As part of the virtual broadcast, participants are typically encouraged to ask questions through the question box with the moderator reading the question and the FDOT or consultant PM providing a response. Make sure to discuss with the project team the most appropriate way to taking questions during the virtual broadcast.

Collecting Comments

During the virtual broadcast, invite participants to ask questions through the question box or verbally after unmuting them. Throughout the meeting, remind participants that they can send their comments by filling out a comment form and mailing it in or by sending an email to ensure that their comments are documented.

