

706 Conducting the Virtual Hearing

Welcome

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

Virtual Broadcast

The goal of the virtual hearing is to replicate, as much as possible, the experience and information provided at the in-person event. As part of the virtual broadcast, participants should be able to view the presentation and then provide comments. Ask those interested to speak to include their name in the chat box and then call upon them at the appropriate time. The Organizer should mute everyone in the virtual meeting throughout the presentation and then unmute each speaker individually when they are called to speak. Make sure to discuss with the project team the most appropriate way to taking comments during the virtual broadcast.

Collecting Comments

Virtual participants can submit written comments through an online comment form (if available), by mail, or email, or verbal statements during the virtual broadcast. All public hearings have a minimum ten-day public comment period that starts on the public hearing date.

