



City Of Attleboro, Massachusetts

OFFICE OF PLANNING & DEVELOPMENT

GOVERNMENT CENTER, 77 PARK STREET

ATTLEBORO, MASSACHUSETTS 02703

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Zoom Meeting Instructions for Attendees

We encourage all attendees who are unfamiliar with [Zoom](#) to review their [Frequently Asked Questions](#) and [how-to video tutorials](#), as well as [join a test meeting](#) to ensure their video and audio are functioning.

- Click the access link for the Zoom meeting of interest from the City's [online calendar](#) or call the number provided in the calendar event description.
- Please provide your first and last name when prompted for a name using Zoom.
- Upon joining the Zoom meeting, you will be listed as an "Attendee." As an Attendee you are able to see video and hear audio for the meeting. Attendees are not granted permission to broadcast their own video and/or audio until the host of the meeting promotes them to a "Panelist."
- When their public hearing is called, all members of an applicant's team will be asked to identify themselves by using the "[Raise Your Hand](#)" feature in Zoom. They will be promoted to Panelists, which will give them the ability to broadcast their video and audio to everyone in the meeting for their presentation. If there are multiple members of the team planning to speak, they should plan their order of presentation amongst themselves and be prepared to speak at the appropriate times (Lawyer presents then hands off to the engineer, who presents and then hands off to the wetland consultant, etc.)
- If a member of the public wishes to speak in regards to a public hearing, they must use the "[Raise Your Hand](#)" feature in Zoom when prompted by the Chairperson. Once an applicant has finished their presentation to the Board, the Board will promote Attendees that have raised their hands one at a time to Panelists, so they may address the Board with questions or comments.
- When applicants/members of the public finish speaking they will be demoted back to Attendee status.
- Applicants are encouraged to have PDFs of all documents easily accessible at the time of the meeting and utilize the "[Screen Share](#)" function when presenting to the commission.

Contact [Director Gary Ayrassian](#) for technical assistance prior to the meeting.