



FOR THE PUBLIC
Meeting Guidance and Instructions
Central Pine Barrens Joint Planning and Policy Commission
Meeting to be held remotely via Zoom Application
Wednesday, May 20, 2020, at 2:00 p.m.

Due to the COVID-19 pandemic and pursuant to the Governor of the State of New York's Executive Order 202.1, the May 20, 2020 Commission Meeting will be conducted remotely via the Zoom application.

A weblink to view the meeting has been publicized and members of the public will be able to listen and view the meeting using their own technology such as a phone or computer if their equipment has audio and/or video capabilities.

This document provides guidance on registering to attend remotely, submitting public comments, computer hardware and software requirements to access and attend the meeting.

Registering to Attend the Meeting Remotely

Registration is required through Zoom to attend this meeting through the following steps.

1. Registration requires having a Zoom account. Please go to Zoom and create an account if you do not already have one. <https://zoom.us/signup>
2. Please register through this link:
<https://us02web.zoom.us/join/register/tZcocu6uqTkuG9DWlXQlsGr58ByNRkFW9Q5m>
 - Upon registering, a confirmation screen will display Zoom Meeting information including the meeting link, id, and passwords.
 - This information will also be detailed in an automatic email confirmation.

Public Participation and Public Comments

- The public is invited to listen and/or view to the meeting via telephone or computer.
- The public may submit comments by:
 - email to info@pb.state.ny.us by 12:00 p.m. on May 20, 2020, or
 - via regular U.S. mail to the Commission office (address below), or
 - during the meeting via email to info@pb.state.ny.us
- Comments will be read by the moderator in the Comment sections of the agenda, which are at the beginning and at the end of the meeting.
- You may listen and view the meeting
- Your microphone will be muted
- You will not be visible on camera
- When you enter the meeting at 2:00 p.m., you will be muted upon arrival and video, if you have it, will be disabled so you will not be visible. This is to save bandwidth, audio and visual quality for the meeting.

To send comments

- To send comments to the Commission in advance of the meeting, you may submit comments via email to info@pb.state.ny.us or regular mail to the Commission office:
 - To submit comments via email to info@pb.state.ny.us, with “CPBC Meeting Public COMMENTS” in Subject Line, or
 - To submit comments via regular mail to the Commission office by 12:00 p.m. on May 20, 2020. To send comments or material via regular mail, please mail it to:

Central Pine Barrens Commission
624 Old Riverhead Road
Westhampton Beach, NY 11978

Prerequisites for Attending a ZOOM Virtual Pine Barrens Conference

The following are the prerequisites for utilizing the Zoom platform and for accessing the May 20, 2020 Commission meeting to help ensure your familiarity with Zoom, determine needed equipment, and test video and audio in order to ensure you are successfully able to access and view the Commission meeting.

If you do not have a computer or are unable to access Zoom, you may call in via telephone to listen to the meeting.

Computer Hardware and Software: The following are the Account, hardware and software needs in order to attend this virtual Zoom meeting:

- **Zoom Account Required for E-authentication:**
 - As an extra security measure, all attendees must have a Zoom account to participate in the meeting. To create a free Zoom Account please go to Zoom's website displayed: <https://zoom.us/>
- **Software**
 - Zoom Desktop Client (Computer) or Zoom App
- **Hardware:**
 - Desktop Computer (w/a Tower)
 - A USB web camera* with microphone (camera not required if you do not have one)
 - Speakers
 - Downloaded Software – Zoom Desktop client.
 - Laptop
 - Equipped w/camera and microphone
 - OR
 - Hardwired USB web camera w/ microphone
 - Downloaded Software - Zoom Desktop client and. App
 - Smart phone with Zoom App.
- **Testing Software and Hardware:** Familiarize yourself with Zoom and test your audio and video by following the live links below.
 - Join a Test Meeting:

<https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-Test-Meeting>
 - Test Video:

<https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->
 - Test Audio:

<https://support.zoom.us/hc/en-us/articles/201362283-Testing-Computer-or-Device-Audio>”

Accessing the May 20, 2020, 2:00 p.m. Commission Zoom Meeting

Zoom Meeting Access Options

There are two ways to access the Commission meeting:

1. **Call in only (no visual access)** – via phone line – Call the phone number provided in the meeting confirmation
2. **Video and Audio Access:** Log in with smartphone or computer through Zoom link that was emailed to you following registration.
 - **Smartphone** – you will automatically have visual and audio access (please keep video off).

- **Computer access** (rather than smart phone) there are two options for accessing audio that will be displayed in the Audio Conference options:
 - Clicking the **Computer Audio** tab allows access to audio through your computer and wireless. Please note however this can be less reliable in conveying meeting audio especially if you are accessing the meeting via wireless internet as it impacts the bandwidth.
 - Clicking the **Phone Call** tab will display the call in information for calling into the via land line or cell phone the meeting. This method of accessing the audio provides a specifically assigned Participant ID which ties you to your Zoom web log in. This method is encouraged for all attendees to help improve audio and visual meeting quality for all attendees by reducing the utilized bandwidth.

Waiting Room

- When you join a meeting, you will be placed in the waiting room.
- The host will admit each attendee individually. The host will enable the waiting room automatically, which disables the setting for allowing attendees to join before host.

Audio and Video Accessibility

- All public attendee's audio will be automatically be muted and video turned off upon entry into the Zoom meeting.

Agenda and Resolutions

- The agenda and resolutions will be visible through the screen share option on Zoom.

Recording and Meeting Minutes

- The meeting will be recorded in the Zoom application and posted on the Commission's website for viewing and listening after the meeting
- Meeting minutes will also be prepared, as is normal practice.

Questions Day of

- Questions or troubleshooting during the meeting please email: info@pb.state.ny.us