



When participating in Mobility Advisory Committee Meetings via web conference, please adhere to the following protocols to ensure a smooth meeting:

- To help the Mobility Services Team take attendance, enter your name and organization when connecting to the web conference platform. Attendees will also be asked to introduce themselves, when prompted.
- Please keep your phone or computer microphone muted when not speaking, to prevent background noise from interfering with the meeting.
- If you need to step away from the meeting, please do not place your phone on hold (so that hold music doesn't interfere with the meeting).
- If you have a question or comment, please use the hand raising feature available in the web conference platform, and the facilitator will recognize you to speak.
- Web cameras are optional, but are encouraged when speaking so that we can make this as close to a "live" meeting environment as possible.

Thank you for your patience. Please don't hesitate to email the [Mobility Services Team](#) if you have any questions.