



A Guide to Participating in Virtual Public Meetings with RIPTA

Please refer to this user-friendly document for the most comprehensive information on how to use WebEx for RIPTA's virtual online public meetings. Please read the information below in its entirety. We appreciate your willingness to learn this technology in order to participate remotely and safely.

WEBEX MEETING OVERVIEW

The Rhode Island Public Transit Authority will be using WebEx's Events feature for virtual online public meetings. Learn more about WebEx [HERE](#). The Events feature divides participants into **participants** and **panelists**.

RIPTA Staff are **panelists**. Members of the public who join a WebEx meeting are **participants**. Everyone is allowed to speak at designated times during the meeting. Only panelists can be seen on video.

RIPTA offers two ways to watch and participate in virtual public meetings:

1. Watch and/or **participate in the meeting directly in WebEx** by joining the meeting as an attendee. To join a WebEx meeting, follow the link provided for the meeting. RIPTA will provide a web link prior to the meeting.
2. **Dial in to the meeting with your phone**. This method will also allow you to participate in public comment opportunities. The toll-free dial-in number for each meeting will be posted prior to each meeting.

HOW TO JOIN THE PUBLIC MEETING

Please register prior to the scheduled meeting time to ensure that you will have no issues connecting.

ALL PARTICIPANTS WILL BE MUTED WITH VIDEO OFF UPON ENTRY TO THE MEETING.

TO JOIN BY VIDEO:

1. To join the public meeting, simply click on the link provided. Select your desired installation/viewing
2. Enter the meeting number
3. Enter your first name, last name, email. *The password will be automatically populated for you. If it does not, please use the password provided with the meeting link.*
4. Click "Join Now"

****Please note: If you have not used Webex before, you may need to install the free software or run a temporary application. Follow the prompts that show up on your screen.***

TO JOIN BY PHONE:

1. Dial: **408-418-9388**
2. Enter Meeting number (provided ahead of time)

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PUBLIC COMMENT

WebEx allows you, an attendee, the opportunity to speak during public comment period. **During public comment you will be asked to use the “raise your hand” function to speak.** When you are acknowledged, the host will unmute your microphone. At that point, as in regular public meetings, state your name and address prior to asking a question or making a comment. When you are finished speaking, the host will again mute your microphone and you will be unable to speak further unless you utilize the “raise your hand” function again.

HOW TO RAISE YOUR HAND

BY DESKTOP: Open the **Participants** window (round participant icon at the bottom of the screen) and click **Raise hand**  icon in the lower right-hand portion of the screen. To lower your hand, click Lower hand  in the Participants panel.

When you are acknowledged, you will be unmuted. Please note public comment is limited to three minutes per person in order to accommodate all speakers.

When you have finished your comment, please click on the “raised hand” icon again to lower your hand.

BY PHONE: If you would like to speak during public comment, press * 3.

You will hear a message that says “You have raised your hand to ask a question, please wait to speak until the host calls on you.”

When you are acknowledged, you will be unmuted, and you will hear a message that says, “Your line has been unmuted.”

Please note public comment is limited to three minutes per person in order to accommodate all speakers.

When you have finished your comment, press * 3 to “lower your hand.” You will hear a message that says, “You have lowered your hand.” The host will then mute you. You will hear a message that says “Your line has been muted.”

TIPS AND BEST PRACTICES

Here are a few recommendations to optimize your digital meeting experience.

- **Arrive early.**
- **Silence your phone.**
- **If you are able, it is best to use a wired Internet connection.**
- **We recommend using a headset or headphones with a microphone.**