

SAFER DRINKING WATER



SAFE AND AFFORDABLE FUNDING FOR EQUITY AND RESILIENCE

SAFER Advisory Group Guidelines For Virtual Meeting Logistics

The SAFER Advisory Group will be using the Zoom meeting platform to allow for remote participation. The following instructions will guide you on how to join the meeting with or without a Zoom account:

Before the Meeting

What you will need:

- A computer (desktop or laptop) and/or mobile device (tablet) with internet access.
- The Zoom application installed on your computer and/or mobile device:
 - For a computer, download the [Zoom desktop client](#).
 - For a mobile device, download the [Zoom cloud meetings application](#). You do not need a Zoom account to participate in the meeting, but the option will be given to you when you install the application
- The Zoom Meeting ID, passcode, and call-in number.
 - State Water Board staff will provide the Zoom meeting information by email and online calendar invitation.

What to do before the meeting:

- Ensure your internet is reliable with a download speed of at least 10 Mbps. [Test](#) your internet download speed.
- If you need an internet hot spot or other internet support, please contact safer@waterboards.ca.gov or call 916-445-5615.
- 72 hours prior to meeting, join a [Test Meeting](#) to familiarize yourself with Zoom **or** email staff at safer@waterboards.ca.gov to schedule a technical test-run.
- 24 hours prior to the meeting:
 - Check the [Zoom System Requirements](#) for using the Zoom desktop application.
 - [Check for Zoom Updates](#). You may be required to update the Zoom application before joining the meeting.
- 30 minutes before the meeting:
 - Click on the link provided in the meeting confirmation to join the Zoom meeting.
 - Rename yourself with your first name, last name, pronouns.
 - Stay in the waiting room until State Water Board staff grant you access to the meeting.
 - Follow State Water Board staff instructions to test your connection, microphone, and camera.

Joining the Meeting

Join the meeting by computer or mobile device through the following options:

- **Email and/or Calendar Invitation**
 - Click or copy/paste the **URL** when you are ready to join the meeting.
 - Click **OPEN ZOOM.US** button and the meeting will launch.
- **Zoom Desktop**
 - From your desktop, click **JOIN** from your homepage and the meeting will launch.
 - Enter the **MEETING ID** and **PASSCODE**.
 - Click **JOIN**.
- **Zoom.us Homepage**
 - Click **JOIN A MEETING** in the upper righthand corner.
 - Input **MEETING ID** and your **NAME**.
 - Click **JOIN**.

When you join the meeting, you will be placed in the waiting room until the meeting host admits you. Before the meeting starts, please test your audio and video settings. Once admitted, click "**JOIN WITH COMPUTER AUDIO**" to join the meeting's audio.

Join the meeting by phone:

Join by phone only if you are not able to connect to the internet or you are experiencing computer audio problems.

1. Dial the call-in number provided by email and calendar invitation.
2. You will be prompted to enter the **MEETING ID** followed by **#**.
3. If you decide to join by computer or mobile device later, you can enter the **PARTICIPANT ID** to bind your phone and device session together and show your video when you speak on the phone. To enter your **PARTICIPANT ID** once you are in the meeting, enter **#Participant ID#** on your phone.

Phone controls for participants

Use your phone's dial pad for the following commands in the Zoom meeting:

- *6 - Mute/Unmute
- *9 - Raise hand

During the Meeting

- ✓ Find a quiet space and mute yourself when not speaking to avoid background noise.
- ✓ Join the meeting by yourself to ensure your attendance.
- ✓ Use a computer and headset with a microphone for the best experience.
- ✓ If possible, join by video and remember to have an appropriate background.
- ✓ Avoid running multiple programs and close unnecessary applications during the Zoom meeting to maximize the quality of the Zoom session.

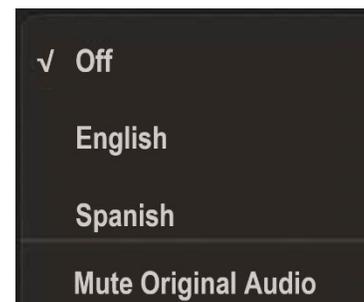
Zoom language interpretation

1. Click the **Interpretation** feature at the bottom of the Zoom menu bar.

Note: The interpretation feature is not available for phone calls.



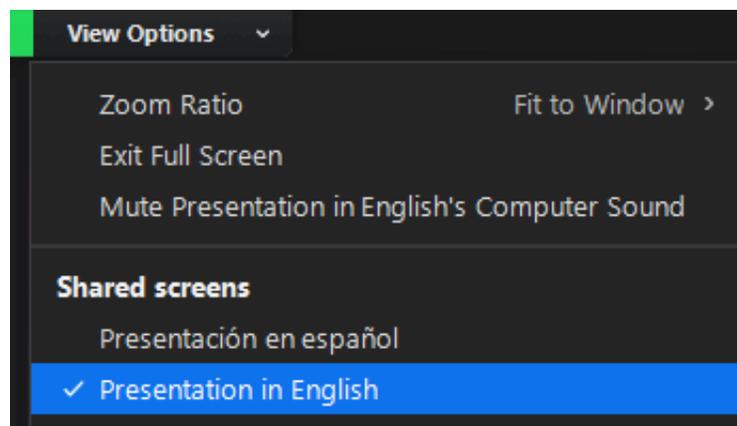
2. Select your preferred language, **Spanish** or **English**. If you do not select English and remain on the main channel, you will hear English speakers, but you will not be able to hear interpreted comments by Spanish-language speakers. To hear the Spanish speakers interpreted into English, you must select English.



3. To listen to the interpreted language only, **Mute Original Audio**.

Zoom screen display

1. Click the **View Options** feature at the top of the Zoom menu bar.
2. Select "Presentation in English" to see the presentation in English.
3. Select "Presentación en Español" to see the presentation in Spanish.



Technical assistance

If you need technical assistance before or during a meeting:

1. Use the chat feature in Zoom or raise your virtual hand to ask for assistance.
2. Email: safer@waterboards.ca.gov and provide your name, phone number, and specify the technical problem you are experiencing.