

SUFFOLK COUNTY WATER AUTHORITY

ZOOM MEETING MEMORANDUM

DATE: Thursday, June 11th, 2020

TIME: 10:00 AM – 12:00 PM

SUBJECT: LICAP Meeting

In response to COVID-19, the proper utilization of videoconferencing technology is more important than ever. Please take some time to review the following list that outlines best practices for you to follow when participating on a call or videoconference.

1. Be on time for the meeting. Sign on 15 minutes early to be certain that you are able to connect.
2. Ensure that your technology works correctly. Perform a few test runs at <https://zoom.us/test>. If you are using a cell phone, make sure you have a strong signal and no interference. If you are using a computer, make sure the camera, speakers, and microphone work.
3. Mute yourself when you are not \speaking. When you join the meeting, mute by default, and ONLY unmute when speaking. Be mindful of potential background noises.
4. Use the technology available within the meeting software to let the meeting participants know when you need to speak. Raise your hand either on camera or via the software.

NOTE: If calling in strictly by telephone, dial *6 to mute/unmute yourself, and *9 to raise your hand (request to speak).

If you require a videoconferencing tutorial or assistance, please dial (631)-292-6111.

Please use one the following methods to join the Zoom Webinar:

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join: <https://zoom.us/j/96216805555>

Or join by phone:

US: +1 408 638 0968

Webinar ID: 962 1680 5555

