For Board & Committee Members and the Public:

In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, relating to the 2020 novel Coronavirus outbreak emergency, Public Meetings in the Town of Harvard for committees and boards shall be physically closed to the public to avoid group congregation.

We have selected Zoom as a video conferencing tool that will let board and committee members, as well as the public, attend a meeting while maintaining social distance.

Alternative public access to this meeting shall be provided in the following manner:

- Public participation will be enabled via the Zoom virtual meeting software for remote access. This application will allow users to view and hear the meeting (or conversely, call in by telephone and listen to the meeting).
- Meeting recordings will be posted on the HCTV's Facebook page.
- Meeting links and call-in numbers will be posted on committee agenda.

The easiest thing, if you wish to 'see' the meeting, is to download Zoom and install it. It is available here: https://zoom.us/download

Equipment you will need if you wish to **view and hear the meeting in real-time**:

- Device with a good Internet connection (cell phone, laptop, etc.)
- Headphones or earbuds (optional)
- Microphone (if possible)
- Web camera (if you want people to see you)
- Telephone (if you don't have a computer, you can always dial in)

Our meetings will be set up so that you may join with audio from either a phone or voice over IP (VOIP). If your audio isn't working well with VOIP on your non-telephone device, you can always change the audio to telephone once you have joined. **Alternatively, you may dial in with the phone and not deal with a computer at all.**

Before the meeting:

(a) Download Zoom and install it for practice. **If you are not the Chair (or host) of the meeting, you will login using your personal zoom account.**
https://zoom.us/download

(b) Join a Meeting Test Room to make sure your video and audio work
https://zoom.us/test

- Notice your lighting when you are in the Test Room—you'll want the light to be in front of you instead of behind you.

- Check the angle of your camera. Is it better higher or lower? It is better to work out how you want to look on video before the service than during (it is distracting for others).
- Make sure you have a quiet space available—public places don't work well.

If this is adding another level of stress during this stressful time, you can always dial-in with a phone and not deal with a computer at all (unless you are the host of the meeting).

Before the meeting **please practice** with Zoom. There are numerous free tutorials on their website and on other sites such as YouTube.

There is also a 'getting started' guide online, available here: https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac