

Guide to Public Participation Waste Equity Advisory Group Zoom Meetings

Thank you for your interest in the Waste Equity Advisory Group. We created this document to help you get connected and prepared for our next meeting.

Preparing for the meeting:

1. Test your set-up. The easiest way to make sure that you're all set for the workshop is to try out Zoom's test 'meeting' here: <http://zoom.us/test>. If your audio and video work on this test, you will be fine when you join our meeting.
2. We recommend downloading Zoom to your desktop ([Learn more about downloading Zoom](#)) so that you can make use of its full functionality. You can also download the [Zoom app](#) for easy entry into the meeting.
3. Some helpful resources from Zoom: Check out these resources from Zoom: [FAQ](#) and [Zoom Video Tutorials](#)

Getting into the meeting:

1. You can enter the meeting ten minutes before it starts to make sure your set-up is working.
2. To join the meeting via computer, smartphone, or tablet, click here:

<https://zoom.us/j/905564690?pwd=RmIDTkpFN2k2c1JSeDNuOFiWY1hjQT09>

To call-in to the meeting:

- Dial 1-408-638-0968 Meeting ID: 905564690, Meeting Password: 716378
- Mute yourself during the meeting by pressing *6
- Raise your hand during the meeting by pressing *9 – the meeting host will see this notification

Public participation:

1. You can provide public comment for this meeting by sending an email to josephine.davis@portlandoregon.gov up to 24 hours after the meeting for your comment to be documented in the meeting minutes.
2. We will only enable video sharing for Waste Equity Advisory Group committee members, presenters, and staff participating in the meeting.
3. Members of the public will be automatically be muted for the duration of the meeting.
4. The meeting minutes will be uploaded to the meeting webpage.

FAQs:

Q: *How do I join a Zoom meeting?*

A: You can join a meeting by clicking the meeting link or going to join.zoom.us and entering in the meeting ID. [Learn more about joining a meeting.](#)

Q: *I can't hear anything, what should I do?*

A: On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. [Learn more about connecting your audio.](#)

Q: *How do I use Zoom on my PC or Mac?*

A: After downloading Zoom, [learn how to use the Zoom Desktop Client.](#)

Q: *How do I sign up for Zoom?*

A: You can sign up for a free Zoom account at zoom.us/signup, but you don't have to sign up to join our workshop.

Q: *Why is there echo in the meeting?*

A: Echo can be caused by many things, such as a participant connected to the meeting audio on multiple devices or two participants joined in from the same local. [Learn about common causes of audio echo.](#)

Q: *Audio isn't working on my mobile device.*

A: [Read tips on troubleshooting audio that isn't working on your iOS or Android device.](#)

Q: *Audio isn't working on my laptop. What should I do?*

A: You can dial in from your phone: Dial 1-408-638-0968 Meeting ID: 905564690, Meeting Password: 716378