



Electronic Meeting Access

There are two options for attending an electronic meeting:

1. Listen to the live audio broadcast; or
2. Virtually attend the meeting using Zoom

Either option:

- Requires a phone or computer with internet access; and
- Is accessed through the committee's webpage

Example committee webpage:

The screenshot shows the Utah State Legislature website. The header includes the Utah State Capitol logo and the text 'UTAH STATE LEGISLATURE'. Navigation links for 'Legislators', 'Bills', and 'Code' are visible. A dropdown menu shows 'Year 2020' and 'Committee Retirement and Independent Entities Interim Committee'. The main heading is '2020 Retirement and Independent Entities Int'. Below this is a navigation bar with 'Meetings' (highlighted in yellow), 'Members', 'Legislation', and 'Overview'. The 'Upcoming Meetings' section lists a meeting on 'Fri. Sep 11, 8:30 AM (Electronic Meeting)'. Under this meeting, there are links for 'Notice', 'Agenda', 'Live Audio' (circled in red), 'View Meeting Materials List', and 'Virtual Meeting Access' (circled in red). Two red arrows point from the text in the first section to these two circled links.



Steps to Virtually Attend an Electronic Meeting

Follow these steps to virtually attend an electronic meeting. Each step is explained on the following pages.

1 - On the committee's webpage, click on "Virtual Meeting Access"

2 - Sign In

Click on Open zoom.us.app

Enter your first name, last name, and email address (this information is required)

Click "Join Webinar" and you will enter the Zoom meeting as an attendee

3 - Listen and watch the meeting

- **Please be advised**: your microphone and camera will be muted, which means committee members and other attendees will not be able to hear or see you during the meeting.
- **If the chair allows public comment on an agenda item and you want to comment, virtually "raise your hand" at the bottom of your Zoom screen.**
- **Once called on by the chair, your microphone will be unmuted and you may provide your comment. You may provide comment on more than one agenda item, if the chair allows for public comment.**

1 – Click on “Virtual Meeting Access”

- Go to the committee’s webpage

- Approximately 15 minutes before the meeting is scheduled to begin, click “Virtual Meeting Access”

UTAH STATE LEGISLATURE

Legislators Bills Code **Committees** Audits Budget Research and Legal

2020 Retirement and Independent Entities Interim Committee

Meetings Members Legislation Overview Studies and Recommendations Related Links Subscribe

Upcoming Meetings

Fri. Sep 11, 8:30 AM (Electronic Meeting)

Notice Agenda

View Meeting Materials List

Virtual Meeting Access ?

Click here to attend the meeting remotely and provide comments on agenda items. Please review the public comment procedures before the meeting is scheduled to begin.

Past Meetings

Fri. Aug 14, 8:30 AM (Electronic Meeting)

Notice Agenda Draft Minutes

PDF | With Audio Links

Audio/Video

View Meeting Materials List

Mon. Jun 22, 8:30 AM (Electronic Meeting)

Notice Agenda Approved Minutes

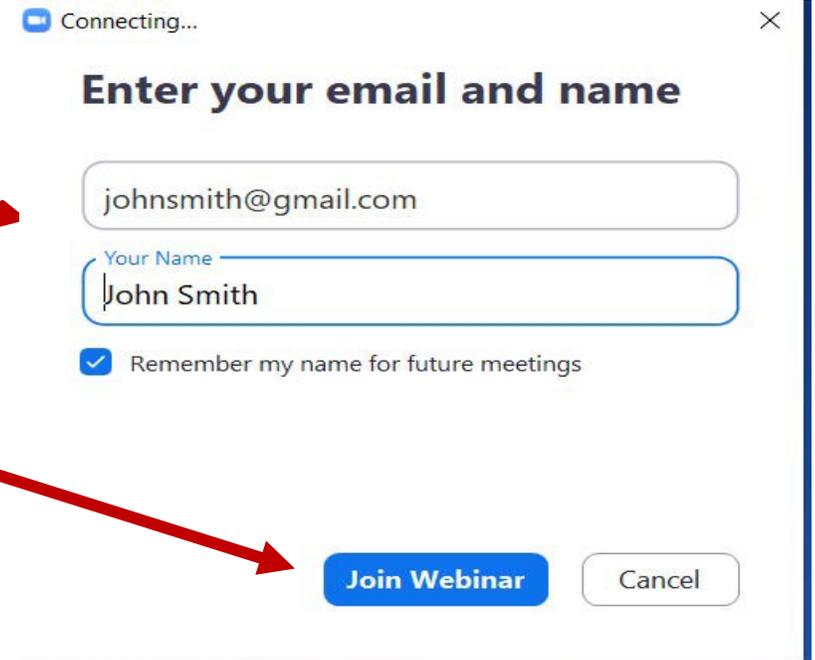
PDF | With Audio Links

Audio/Video

Click the “?” to read the public comment procedures and guidelines

2 – Sign In

- **Your first name, last name, and email address are required**
- **After entering your information, click “Join Webinar”**
- **Do not change or delete the “event password”**



Connecting...

Enter your email and name

johnsmith@gmail.com

Your Name
John Smith

Remember my name for future meetings

Join Webinar Cancel

Please be advised: you cannot enter the meeting until the event is started. If you're unable to enter the meeting, wait until approximately 15 minutes before the meeting is scheduled to begin and try again.

3 – Listen and Watch the Meeting

- **Check audio settings and adjust, if needed**
- **Find the Raise Hand button**
- **Find the Leave Meeting button**
- **After providing comment, you may keep watching and provide comment on subsequent agenda items, if the chair allows, or you may leave the meeting**

