

## Call-In Instructions for Westtown Historical Commission

### Virtual Public Meeting via the Zoom Platform

Thursday, August 20, 2020

Meeting Start Time is at 6:00 PM

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Anyone wishing to participate in the August 20, 2020 Historical Commission virtual meeting may do so by calling this phone number:

**1-301-715-8592**

When your call is answered, you will be required to enter the meeting ID#:

**816 6977 5213**

If you are prompted for a participant ID, **press #** (a participant ID is not required).

Your participation will be by audio only similar to a traditional conference call. There will be a meeting host who will manage the callers including muting and unmuting.

You may call into the meeting up to 15 minutes prior to the start time. All callers will be placed in a waiting area before being permitted into the meeting and will be muted until the Commission asks for public comment on a motion, or at the Public Comment portion of the Agenda.

At the beginning of each public comment period the meeting host will first read aloud any comments or questions submitted in advance of the meeting, related to the topic of discussion. Once the Commission has addressed those pre-submitted comments and questions, callers will be prompted one at a time.

If you have a comment or question for the Commission, you may indicate so by pressing **\*9**. This will alert the meeting host that you have a question or comment. The host will recognize each caller one at a time by phone number and that caller will be unmuted at which point they may speak to the Board. Please begin your comment or question by first identifying yourself by name and address.

Due to the online nature of the call-in system, there is a slight audio delay so we ask that you please take your time and be patient. There will be a slight pause when one person finishes speaking and another person starts. While in this virtual meeting we ask that you conduct yourself in a civil manner. Any conduct deemed inappropriate (language, etc.) will result in your being removed from the meeting by disconnecting your call.

Residents are encouraged to submit comments or questions in writing prior to the meeting, to [mrobinson@westtown.org](mailto:mrobinson@westtown.org). Comments and questions for the meeting will be accepted until noon on August 19.