

## Join-In Instructions for Westtown Historical Commission

### Virtual Public Meeting via the Zoom Platform

Thursday December 17, 2020

Meeting Start Time is at 6:00 PM

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Anyone wishing to participate in the 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).

OR you can watch a live-feed of the meeting by clicking on this link:

<https://us02web.zoom.us/j/81669775213>

**If you are prompted for a pass code, enter: 700030**

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 Public Comment portion of the Agenda.

If you are joining us by phone and have a comment or question for the Historical Commission, you may indicate so by pressing **\*9 (star nine)**, and then press **\*6 (star six)** to unmute yourself to alert the meeting host. 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 Historical Commission. Please begin your comment or question by first identifying yourself by name and address.

Please note that this meeting will be recorded for the purposes of constructing post-meeting minutes.

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 [administration@westtown.org](mailto:administration@westtown.org). Comments and questions for this meeting will be accepted until noon on the day of the meeting.

No in-person attendance at the Township Building will be permitted.

If you wish to participate in this meeting and are a person with a disability requiring an auxiliary aide, service, or other accommodation to participate please contact the Township at (610) 692-1930 **by 12pm on the day of the meeting** to discuss how the Township can best accommodate your needs.