NEW YORK STATE OF OPPORTUNITY. Department of Transportation

ANDREW M. CUOMO
Governor

MARIE THERESE DOMINGUEZ
Commissioner

KENNETH M. BIBBINS, P.E.
Acting Regional Director

Virtual Public Meeting Instructions

Thank you for your plans to attend the virtual public meeting. The following is an explanation of the format of the meeting:

- The meeting is scheduled for **June 16, 2021 at 5:30 PM**
- You can access the meeting through the project website: https://www.dot.ny.gov/Rte12EChaumontBridge
- The link provided will allow you to connect up to 15 minutes early, starting at 5:15 PM. We suggest connecting early in case you encounter any technical issues.
- You will be asked to enter the following information upon entering. We need this information to be able to call on you or ask a question. Other participants will not be able to see this information. Only DOT representatives.
    - First name:
    - Last name:
    - Email address:
    - Event Password is: **dot123**
- The meeting will be run through Webex via the link on the project website. If you do not have Webex installed on your computer you may add the extension ahead of time or you will be prompted to run the temporary application when you enter.
- As you log into the meeting, there are 3 options for connecting your audio so you will have the ability to both hear the meeting, and speak to us during the comment period:
    - Select "**Call Me At**". Enter your phone number and select connect to meeting. You will receive a phone call from an Albany area number and be automatically connected to the meeting. This is the preferred method to connect to audio.
    - Or, select "**Call In**", which will allow you to enter the meeting information manually. Since this option requires several entries to be made on your part, it is not preferred. Call and enter the following information that will be provided on the screen:
        - Call phone number (provided) (518)-549-0500
        - Enter Access Code (provided)
        - Enter your Attendee ID (provided).
    - Or, select "**Use computer audio**", You must have a microphone and speakers connected to your computer to use this connection method.
- If you do not have a computer to view the presentation, you may enter by phone to hear the audio only by calling **(518)-549-0500** and entering access code **161 473 6644**.
- Upon entering the meeting broadcast, your microphone will be automatically muted to minimize cross talk and distractions for our presenters. Microphones will remain muted until the question & answer period at the end.
- If you are having technical difficulties during the meeting, and wish to speak to a Department representative, please call **(315) 785-2413**.
- You may type questions in the Chat at any time during the presentation. There will be someone monitoring it that will be able to respond.

- After the meeting has ended, we will remain on the line for an informal question and answer period. In order to ask a question, select the “raise hand” button and we will call on participants one at a time. We will unmute your phone for you.
- If you prefer to type your question in the Chat box, we can read those questions, and provide a verbal response for everyone to hear.

QUESTIONS

If you would like to discuss the project or ask questions about these instructions prior to the meeting, please contact the Project Manager.

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