



## Pollution Liability Insurance Agency

### Pilot Heating Oil Loan and Grant Program

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The Pilot Heating Oil Loan and Grant public information meeting will be hosted via the Zoom video conferencing application.

Guidelines and ground rules have been established to ensure a smooth process for attendees.

#### **Virtual Meeting Public Participation Instructions**

How to Attend a Zoom Meeting:

Important note: Please install any Zoom updates prior to joining the meeting, to ensure that your system is up-to-date with the latest security patches. Please also make sure that you're using a current, up-to-date internet browser such as Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers, including Internet Explorer.

#### **How to Join a Meeting Online:**

1. Click on the "Join Meeting" link provided.
2. Enter an email address and your name. If you do not wish to enter your name, you may enter another identifier which will be used to notify you when it is your turn to speak.
4. When the Moderator calls for questions, click on "Raise Hand" if you wish to participate.
5. Mute all other audio before speaking. Using multiple devices can cause audio feedback.

Note: Please keep your video off to save bandwidth.

#### **How to Join a Meeting by Phone:**

1. Dial the phone number listed with the meeting link.
2. Enter the Meeting ID for the meeting you're attending, both are listed above.
3. Press the # key to bypass the Participant ID number.
4. When the Moderator calls for public questions, press \*9 to "Raise Hand" if you wish to participate.
5. The Moderator will use the last four digits of your phone number to identify you for testimony.

Here are some additional resources on how to participate in meetings via Zoom:

[Instructions on how to join a meeting by video conference](#)

[Instructions on how to join a meeting by phone](#)

[Instructions on how to "Raise Your Hand"](#)

Speakers who disturb the orderly conduct of the meeting may be removed from the meeting. PLIA reserves the right to mute you, if your conduct is considered disorderly or abusive.