

**HOW TO PARTICIPATE IN A TOWN OF NATICK REMOTE PARTICIPATION MEETING
APPLICANTS**

PARTICIPATING BY PHONE ONLY:

1. Before the meeting, provide staff with the phone number from which you will be dialing in and any visuals you would like displayed.
2. Dial in to any one of the following numbers
+1 929 205 6099 US
+1 301 715 8592 US
+1 253 215 8782 US
3. Enter the Meeting ID provided on the meeting agenda.
4. Listen in. You will be muted so no one will be able to hear you.
5. To see visuals, watch the meeting on Pegasus (On your TV, by service provider, Comcast Channel 9; Verizon Channel 28; RCN Channel 15).
6. When your item comes up, you will be unmuted and invited to speak. Please send an email to miarossi@natickma.org if you are having any difficulty.
7. If at any other time you wish to speak, press *9 to "Raise Your Hand".

PARTICIPATING BY COMPUTER:

1. Before the meeting provide staff with any visuals you would like displayed.
2. Go to link provided on the meeting agenda.
3. Your browser will automatically launch a download. Follow the prompts to download the Meeting.
4. In order to hear the meeting and be able to speak, it will give you an option to call in via phone (dial into one of the numbers provided) or use your computer's audio (speakers and microphone). Zoom will offer you an opportunity to test your speakers and microphone – do this and adjust volume as necessary.
5. If prompted, enter the Meeting ID provided on the meeting agenda.
6. Listen in.
8. When your item comes up, you will be unmuted and invited to speak. Please send an email to miarossi@natickma.org if you are having any difficulty.
9. You may request remote control via the button on the screen in order to take control of the cursor to better describe your project features.

Please be patient. These circumstances are unique and the technology is new to the Town. If at the last minute, technology does not allow the meeting to occur, the Chair will open the public hearings and continue to a future meeting date.

Please inform us ASAP if you need special accommodations related to audio-visual aids and services.