

Advisory Committee  
Meeting: Meeting Protocols

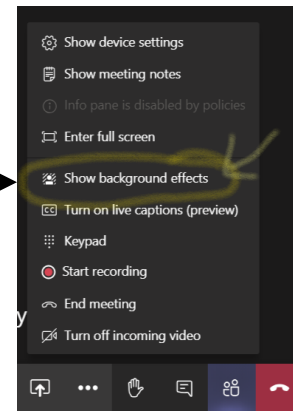
# Before the meeting

- Read the “guide to participants” on how to connect and use “Teams” circulated by the support staff
- Set up your equipment before the day of the meeting:
  - If you have “Teams” installed on your computer, make sure it works properly
  - If you don’t have it yet, install the app
  - If you can’t install it, you will have to connect with Microsoft Edge
- Keep your phone on silent to minimize all background noise
- If possible use a headset rather than speakers
  - You can also use bluetooth headphones, or even the earphones that came with your smartphone if they have a microphone built in

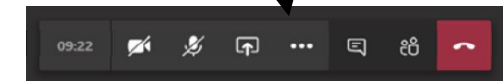
# Before the meeting

- Webcam:
  - Check your webcam's video is clear
  - If possible, avoid sitting with your back to the window to avoid becoming a silhouette
  - If needed, elevate your laptop to frame yourself in the cameras view
  - To test your camera beforehand, you can click "Meet now" under the calendar tab to start a meeting without any other people. Once the meeting has started, you can also select

and select "Show background effects"



This can help you get comfortable with your setup










# Joining in

- Follow the instructions given in the “guide to participants” on how to connect and use “Teams” circulated by the support staff
- The virtual meeting room will be accessible from 10:00am EST
  - Committee members are invited to join in at that time
  - This will allow you to ensure everything is working on your side (microphone, video, etc)

# During the meeting: ground rules

- The Chairman and DFO will open the session
- The meeting will be conducted in accordance with the provided agenda
- All presentations will be "driven" by PHMSA support staff
- Participation by members of the Committee, subject matter experts, and members of the public are encouraged. If you would like to comment when the floor is opened by the Chair, please raise your hand (instructions provided in the “guide to participants” document). If the raise hand feature is not working, please comment in the meeting chat that you would like to make a comment and you will be called on to speak
- If you experience connection issues, please contact Amy Allen by phone at 202-680-2966 or via email at [amy.allen@dot.gov](mailto:amy.allen@dot.gov) and specify “PAC Meeting Connection Issue.”

# During the meeting: Speaking

-  • To ask for the floor, use the «raise your hand» icon and wait for the Chair to give you the floor
-  • Before taking the floor, unmute yourself and (if you wish) turn on your camera, so the audience can see you while you speak
-  • If your name has not been announced by the Chair when giving you the floor, and it is not visible before your name on the participants panel, identify yourself before making your statement (e.g., [your name] speaking for [organisation])
-  • Beware of audio lag. Speak a little slower than usual
  - Compression algorithms cause latency, *everyone does not hear everyone else at the same time. Be patient!*
-  • Be as clear and concise as possible
-  • *Do not forget to mute yourself (and turn off your camera) when you are finished. Lower your hand*
-  • Your home broadband might not be as fast as a work connection. If you find the connection sluggish, turn off incoming video using the menu button on the video toolbar