**GUIDANCE FOR ATTENDING VIRUTAL BOARD/COMMITTEE MEETINGS**

**Invitation to the Meeting:** KYMEA Board Members will receive a calendar invitation to each committee or Board meeting. Interested members of the general public are encouraged to attend and should send and an email request to [mhixon@kymea.org](mailto:mhixon@kymea.org) indicating the meeting they would like to attend. Access will then be provided for the requested meeting.

**Accessing WebEx**: KYMEA committee and Board meetings may be held on occasion as video meetings via WebEx. It is free for attendees to join the WebEx meetings and participants do not need a WebEx account. The WebEx meetings can be accessed from computers, tablets, and smart phones.

**Joining the Meeting:** Attendees can join the meeting 10 minutes before the start of the meeting and should not join the meeting using more than one computer in the same room as it will create feedback.

Please test your video and audio connection by clicking the WebEx link the day prior to the meeting. You will always use the “Call In” audio connection. You will:

1. Dial the phone number given when selecting “Call In” for your audio connection.
2. Enter the access code and attendee ID that pops up on your screen.
3. Please mute your computer during the meeting. This will reduce the possibility of feedback.

**We recommend that virtual meeting attendee uses a headset/earbuds with a microphone during the meeting to prevent feedback.** I**f such headset/earbuds are not available, the volume on your phone should be turned up just enough to be able to hear those speaking, otherwise, there may be feedback.**

**Microphone:** We ask that all virtual meeting attendees keep their microphones muted until you are speaking during a portion of the meeting. All virtual meeting attendees should control their own microphones via the WebEx application.

**Disruption of Feed for Virtual Attendees:**

If a presenter/speaker experiences a disruption in his/her video feed, it will be up to the Chair to determine if the meeting should be suspended taking into consideration the circumstances at the time.

If we experience any technical difficulties that affect the Board and public’s ability to see the meeting as a whole, the meeting will be suspended while we attempt to resolve the issue. If the issue cannot be resolved, the Chairperson will have the option of recessing the meeting until a designated time or adjourning the meeting. If the meeting is adjourned, any unfinished or pending business at that time will be addressed at the next meeting of the Board or Committee.

***If you encounter problems while attending the meeting, please send a text to (502) 693-5179. Please also send a text message if you leave the meeting for any reason or are unable to return.***