



# TELECONFERENCING INSTRUCTIONAL GUIDE

## CHECKLIST

### **TELECONFERENCING INTO A COMMISSION MEETING**

- ☐ COMMISSIONER MUST NOTIFY THE COMMISSION SECRETARY 2 WEEKS PRIOR TO THE MEETING DATE (AGENDA POSTS 1 WEEK PRIOR TO COMMISSION MEETING)
- ☐ COMMISSIONER MUST PROVIDE THE LOCATION AS TO WHERE YOU WILL BE PARTICIPATING FROM; THIS INCLUDES THE NAME OF HOTEL/BUSINESS/OTHER, ADDRESS AND OTHER PERTINENT INFORMATION)
- ☐ AGENDA MUST BE POSTED OUTSIDE OF THE FRONT DOOR OF YOUR LOCATION AND AGENDA MUST BE VISIBLE TO THE PUBLIC ; SHOULD A MEMBER OF THE PUBLIC IN THE VICINITY WANT TO PARTICIPATE, THE MEETING LOCATION MUST BE ACCESSIBLE TO THE PUBLIC.
- ☐ STAFF WILL DIAL NUMBER PROVIDED BY THE COMMISSIONER . WHEN YOU RECEIVE THE CALL, "UNKNOWN NUMBER/PRIVATE CALLER" WILL BE DISPLAYED IN YOUR CALLER ID.

