NCDOT ENVIRONMENTAL POLICY UNIT

**THANK YOU FOR JOINING US FOR THIS MEETING**

Our virtual meeting will begin shortly. In the meantime, please note the following best practices for online meetings (GoToMeeting (EPU’s default program), Teams, Zoom, etc.):

* Check that your name appears correctly on the attendee list in the upper right of your screen.  You can change this by right-clicking on your name. If you are using your phone to call in, ensure you enter the caller attendee code to correlate your computer with your phone line.
* A connected headset or stand-alone microphone provides the best audio for your voice. *If you are using a headset, it may not be synced with GoToMeeting, so check that both are unmuted if you wish to speak.*
* If you are using your computer *and* a phone for audio, be sure to mute your computer speakers and microphone to eliminate audio feedback/echo.
* Mute your microphone to eliminate background noise when you are not speaking.
* When offering comments or a question, **please introduce yourself** so other attendees know who is speaking.
* Please do not place the conference call “on hold” from your phone line.
* Use the chat feature on the upper right  to notify the presenter if you have a question or comment, or if you are having technical difficulties.
* Close applications and websites you are not using to free up bandwidth.