

Instructions for the Virtual MOD Public Planning Meeting

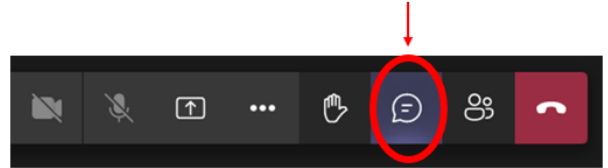
2/24/2022 at 6:30 PM

BEFORE MEETING/HEARING

The SETRPC uses Microsoft Teams for most of our meetings. Please make sure you are familiar with Microsoft Teams before the meeting starts.

- Please join via Teams, the link is available on our website: setrpc.org
- Once you enter the meeting please enter your **full name, email address**, and if you are **representing an organization** in the chat box.

TO OPEN THE CHAT BOX



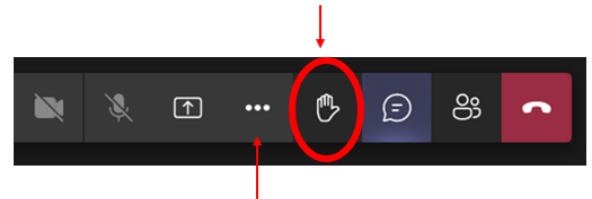
Depending on your computer or phone the chat box could already be open. It normally appears on the right-hand side of the window.

For Mobile Users: Chat functions are unavailable for attendees who don't sign in to the app. If this is the case and you make a question/comment during the meeting, please send your contact information to mitmod@setrpc.org. If we do not have your contact information, we will not be able to respond.

DURING MEETING/HEARING

- Your camera and microphone will automatically be off.
- The presenter will go through the presentation.
- Once the presentation is complete, we will ask for any public questions/comments.
- If you would like to ask a question/comment, please use the **"Raise Your Hand"** function.
- When it is your turn to speak, please **unmute your microphone** and **introduce yourself** before asking your question/comment.
- Once you are finished, please **mute your microphone**.

TO RAISE YOUR HAND.



Depending on your computer or phone you may need to select the "..." to find the "Raise Your Hand" function.

AFTER THE MEETING/HEARING

- The agenda and presentation will be available online. [CLICK HERE](#)
- You may also submit questions/comments until 12:00 p.m. (noon), Tuesday, March 1, 2022.

How To Make A Comment After The Meeting:

- **Online:** Add your comment via our [online form](#)
- **Email:** mitmod@setrpc.org
- **Fax:** (409) 347-0138
- **Mail:** CDBG-MIT Comments
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