

## **Directions for calling in to present comment**

*March 21-22, 2018, EQC meeting*

Item J: Public forum

Each presenter is asked to limit their comments to three minutes or less; however, any time limits may be shortened or extended at the commission's discretion to accommodate all speakers who wish to comment.

The commissioners are scheduled to start this item at 12:30 p.m., lasting until 1 p.m. Those times are subject to change. The conference line will be open at approximately 12:25 p.m., to allow time for people to connect prior to the start of the item.

During the call, you may press \*0 for operator assistance at any time

### **To present comment by telephone, please follow the directions below:**

1. Dial in to the conference

**Toll-free conference line:** (800) 230-1951

2. You will be greeted by the call's operator and be asked for your name and if you are calling to present comment or will be listen-only

- *This information is for record-keeping, and does not ensure your place in the comment queue. Please see below for information on how to ensure you are included in the commenters' queue.*

3. You will be entered into the call and placed on mute once the item begins

4. The commission will start the public forum and will take the first several in-room comments

5. The commission will pause and the commissioners and call operator will prompt people on the phone, who wish to present comment, to indicate their interest to comment by pressing \*1

- *Pressing \*1, when prompted, will enter you into the queue for comments. We are unable to track what number in that queue you are; however, we will ask the call operator to provide a count of the commenters on the phone*

6. The commission will ask the operator to provide a count of the people on the phone who have indicated their request to comment

7. Requests to comment will be taken in order, with moderation provided by the call operator and the commission

- *It is likely that the commission will alternate between phone comments and in-room comments, taking several of each at a time. This process is subject to change.*

8. Your line will be opened only when it is your turn to comment

9. Please state your name at the start of your comment

10. When your comment is finished, you will be put back into listen-only mode and your line muted

11. You may remain on the line for the entire item or log off at your convenience

If you want to provide a copy of your comments or supporting materials, please email them to Stephanie Caldera, the commission's assistant: [Caldera.Stephanie@deq.state.or.us](mailto:Caldera.Stephanie@deq.state.or.us)