



Statewide Mobility Program

MAC Teleconference Meeting Protocols

In response to [Governor Kate Brown's directive](#) to cancel large group meetings and events in order to slow the spread of COVID-19, all ODOT-related meetings are being held via teleconference or are being rescheduled. This includes Mobility Advisory Committee (MAC) meetings.

When participating in the meeting via web conference, please adhere to the following protocols to ensure a smooth meeting:

- To help the Mobility Services Team take attendance, enter your name and organization when connecting to the web conference platform. Attendees will also be asked to introduce themselves, when prompted.
- Please keep your phone or computer microphone muted when not speaking, to prevent background noise from interfering with the meeting.
- If you need to step away from the meeting, please do not place your phone on hold (so that hold music doesn't interfere with the meeting).
- If you have a question or comment, please use the hand raising feature available in the web conference platform, and the facilitator will recognize you to speak.
- Web cameras are optional, but are encouraged so that we can make this as close to a "live" meeting environment as possible.

Thank you for your patience as we work through the COVID-19 outbreak. Please don't hesitate to email the [Mobility Services Team](#) if you have any questions.