



INSTRUCTIONS FOR PARTICIPATING IN OCEANPORT'S VIRTUAL/REMOTE MEETING(S)

HOW DO I JOIN A REMOTE MEETING/HEARING?

Due to online security concerns, registration is required. Register through the LINKS located on the Home page of the Borough website to receive an email invitation.

- Register Online: www.oceanportboro.com

After registering, Joining is easy and just takes a few seconds:

- Simply click the link in the invitation. You'll proceed to your session immediately. Just remember to register first if attending a webinar. (The join link is in the invitation email). First time users may be asked to install software to participate.
- Alternatively, if you have the session ID but don't have easy access to the direct link:
For a meeting, go to www.joingotomeeting.com.
For a webinar, go to www.joinwebinar.com.

HOW DO I WATCH A MEETING?

- Verizon FIOS Channel 28
- www.oceanportboro.com and click on the "Watch Live..." button

NO RESOURCES OR TECHNOLOGICAL ACCESS?

Participants may also attend by registering in advance through the Borough Clerk's Office to obtain a "Dial-in" telephone number, enter the access code (if applicable), and 'Join' the web-based call.

MULTIPLE OPTIONS FOR ACCEPTING PUBLIC COMMENTS:

- Submit text comments through the web-based application to be read out loud during the live-stream public portions of the meeting.
- The text "Comment" feature on the live stream.
- Emails submitted to public.comments@oceanportboro.com as publicized in the meeting notice and mentioned at the beginning of the live-stream.
- Call the Borough's Public Comments phone # 732-272-8337 that is answered only during the live-stream. Callers information will be taken and called back for their designated time to speak allowing the caller to be put on speaker and enter his or her comment on the record.

IMPORTANT TO NOTE:

- You will join 'muted' – only the Mayor or Clerk can 'unmute/mute' during Public comments
- It is strongly recommended that you use the chat or question feature to submit your request to speak or submit comments/questions at any time during the meeting.
- When the Mayor opens a portion of the meeting to the Public, the Mayor will see your request and acknowledge in order received.
- When you are acknowledged for your turn to speak, you will be un-muted. **When 'unmuted', do not forget to activate your microphone** in order for your question or comment to be heard. After your time for a question, you will be 'muted'. If you want to be 'seen' while asking your question, then activate your webcam when the organizer submit a request for webcam.

The meeting is recorded and available to the Public by request and will also be posted to the Borough's website.