**DAC Remote Meeting Procedures – June 2, 2020**

Please follow the guidelines below for the upcoming DAC meeting by teleconference/videoconference. These will help us have an efficient, accessible and inclusive meeting.

**Be Prepared:** Review Agenda, minutes and materials in advance. This will help keep the discussion concise and more effective.

**Call In Information** – (916) 874-8000. When prompted, enter Conference ID# 41123472

**Log-in Information:** Click on the link; [Join Skype Meeting](https://meet.saccounty.net/bennettc/PGK0M37K) here, in your Skype meeting invitation, or on the DAC Agenda. If you don’t already have the app on your computer or phone, it may require you to download it.

**Start Early:** Call in early (5 minutes or so) prior to the meeting start time, so that everyone is not jumping on at once at the beginning of the meeting.

**Use Your Mute Function:** Locate the mute function on your device (for landline phones, press \*6 to mute/unmute). Please join the meeting with mute ON. After the meeting is called to order, turn mute OFF for roll call and introductions, and back ON again until called on to speak. All members’ votes and comments on the Agenda items will be by roll call of members, followed by members of the public. When your name is called, turn mute OFF to speak; turn it back ON when you are finished speaking.

**Reduce Ambient Noise:** Call in from a quiet area as free as possible from background noise and distractions, such as TV or music, household members, pets, etc. Silence any rings or audio alerts on your device.

**Be Aware of Background Images:** If you are participating by videoconference, be aware of what is in the background. Avoid areas that are cluttered, and be sure there aren’t any “not safe for work” photos or images in view behind you.

**Don’t Multi-task:** The sounds of mouse and keyboard clicks, shuffling papers, eating and drinking can be a distraction.

**THANK YOU** for your cooperation.