

### **Tips for Participating in the AOGCC Virtual Public Hearings & Meetings**

- Any parties that wish to participate in the AOGCC hearing/meeting via Cisco Webex should email AOGCC Special Assistant, Ms. Grace Salazar, at [grace.salazar@alaska.gov](mailto:grace.salazar@alaska.gov) to request an invitation three (3) days *before* the scheduled hearing.
- Access the meeting 10-15 minutes early to ensure you have enough time to connect and make any last-minute adjustments to your computer, microphone, or webcam.
- Users tend to have the best voice connection when calling from their computer.
- Mute your microphone when entering the meeting. There could be a lot of ambient noise coming from your microphone (fan noise, dog barking, kids, etc.). You can toggle to the mute icon to unmute when you need to speak.
- If you are using both your cell phone and computer audio, please make sure to turn the volume down on your computer audio as it may cause feedback noise.
- If you want to be seen, activate your webcam. Situate yourself so that light is on your face, not behind you. This ensures that your remote participant can see you clearly. If a bright light is behind you (like a window or lamp), your webcam may try to compensate for the bright light and your video will appear dark.
- No need to introduce yourself when you enter the meeting. The Chairman or the court reporter will do a roll call before the actual hearing starts (at which time you may also need to spell your name for the record).
- All participants will be muted with the exception of the Chairman since he's presiding the hearing (and co-hosting the Webex). As mentioned above, you can toggle to the mute icon when you need to unmute to speak.
- Please avoid multi-tasking. We ask that everyone commit to not multi-task during the hearing; instead, listen and engage.
- The Chairman will provide specific instructions at the beginning of the hearing. Whether you're participating virtually or in-person in the hearing room, you'll have the opportunity to speak when asked.
- When speaking, you may need to re-introduce yourself so we can have accurate record for the hearing transcript. Again, please mute yourself when you're done speaking.
- Please refrain from using the Chat button to ask parties / participants questions about the docket or any facts about the proceeding. Use the chat button only if you have non-docket related questions for the host or other individuals.

If you have any questions, please contact Ms. Salazar at (907) 793-1221 or via email at [grace.salazar@alaska.gov](mailto:grace.salazar@alaska.gov).