

## Zoom/TEAMS Meeting Procedures

- **If a legislative office provided a Zoom link for your meeting, most offices will follow these procedures. The offices that have provided links are marked “Leg Zoom” or “Leg Teams.”**
- **If the legislative office provided a Microsoft TEAMS link – Please make sure to download this free program in advance. It may not be as quick to launch as you’re used to on Zoom.**

## General Meeting Guidelines and What to Expect

Please read the guidelines below for important information on how to engage in your virtual meeting on Zoom.

- **If you’re planning to call in instead of using computer audio for the meeting**, notify [erica@apta.org](mailto:erica@apta.org) **by Monday, January 17**. If no phone number is listed with your appointment time then this option isn’t available. I will need to contact the legislative office to provide the name and phone number of the person calling into the meeting instead of joining virtually.
- Please plan on joining the virtual meeting 3-5 minutes early so the legislative office can organize your group and assign you to the proper Breakout Room.
- After entering Zoom you will be placed into a Breakout Room until your appointment time.
- Once you are let in, please ensure your Zoom name shows your name and your group affiliation ("Jane, Organization Name"). If it doesn’t, you will need to edit the name.
  - You can do this by double clicking on the Participants option at the top or bottom of the screen. This will open up a list of participants in the meeting. Hover over your name, click on the More button, then choose Rename. Then enter your name and APTA Washington in the dialogue box that opens.
- Please be prepared to click JOIN when prompted on your screen throughout the meeting time.
- Meeting end times will be strictly enforced. The Legislative Assistant will broadcast a message giving you a two-minute warning.
- We appreciate your patience in case of any technical difficulties or if the previous meeting runs a bit long.
- The Legislative Assistant will do their best to give advance warning before they must move people between breakout rooms, but sometimes it can feel abrupt. Your patience and flexibility are appreciated.
- Please do not share the meeting links you receive with anyone.