

## Meeting Tips: October 13, 2020, Joint Airport Governance Work Session

Meeting Date/Time: **October 13, 2020, 2:00 p.m.**

Meeting ID: **847 9636 0628**

Zoom Meeting Link: <https://us02web.zoom.us/j/84796360628>

Phone number to 1-312-626-6799

Call in case your  
video is not up to par:

### **Helpful tips for the moderator:**

- The meeting will be active approximately 30 minutes prior to the official start. **Please log-in no later than 6 minutes before the start**, so that when we become live, the meeting is on schedule.
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- When setting up your iPad/device, please position the camera so that your back is not in front of a strong light source, such as a window. It is also helpful to position the iPad/device on something to elevate it up a bit, so you are either looking directly into the camera or slightly up.
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- Please practice how to “mute” and “unmute”. Once you have joined the meeting, you will be muted. The reason for this is to cut down on distortion of the audio on the video to the audience.
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- Please keep your movements to a minimum, and avoid outside distractions. Again, because it causes distortion of the video feed.
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- Please raise your hand if you wish to speak, whether it is for comment or to make a motion, and the Chairman will recognize you.