



The Board of Trustees of Oregon State University

Oregon State
University

Providing Public Comment Verbal (*in-person or virtual*) or Written

1. Sign up to provide **in-person** verbal comments

Email trustees@oregonstate.edu with the following information:

- Your first and last name
- Your affiliation with the university
- the topic of your comments

You may also sign up in person the day of the meeting.

Meetings are held in the Horizon Room of the Memorial Union on the university's Corvallis campus, unless otherwise indicated

On the day of the meeting, the board chair will announce your name when it is your opportunity to speak. At that time, please come to the presenter's table.

Comments should be limited to three minutes to accommodate as many speakers as possible. A timer will be visible to help you keep track of your time.

2. Sign up to provide **virtual** verbal comments

Email trustees@oregonstate.edu with the information listed in bullet points above for verbal comments. Specify that you wish to attend via Zoom.

You may also sign up through the chat function the day of the meeting.

Join the board meeting through Zoom*: <https://oregonstate.zoom.us/j/655466888>
(*step-by-step Zoom instructions provided on the following page)

The moderator will ask you to provide the same information requested of those who sign up via email (first and last name, etc.), in addition to an email address for follow-up comments.

Note: The chat function is only visible to technical and support staff. Your comments will not be visible to trustees or anyone else attending the meeting.

You will remain muted until you hear your name being called to comment. At that time, you will be unmuted by the moderator and then returned to mute when concluded.

Comments should be limited to three minutes to accommodate as many speakers as possible. A timer will be visible to help you keep track of your time.

3. Submit **written** comments

Submit comments via email to trustees@oregonstate.edu **at least 48 hours before the start of the meeting** to allow time to share them with all trustees in advance.

*Step-by-step Zoom Instructions

1. In your web browser, go to: <https://oregonstate.zoom.us/j/655466888>.
2. You will see a Launch Application window and will be prompted to either open the link using the Zoom application¹ or join from your web browser². Choose your preference.
3. You will now be in the meeting. Your audio and video will be turned off by the moderator. During the meeting, you will see either slides and/or video of the presenter(s), depending on the agenda item.
4. Use the chat function to sign up for public comment. Make sure the chat function is visible by selecting “More” at the bottom of your screen and then selecting “Chat” from the menu.
5. Public comments will be heard during the general public session of the meeting and prior to the Board voting on each action item.
6. To leave the meeting, select “End Meeting” in the lower right-hand corner of your screen.

¹ For optimum functionality, it is recommended to update to the latest Zoom version by visiting <https://zoom.us/download>.

² Google Chrome is the preferred web browser, as it offers optimal functionality. Internet Explorer has audio compatibility issues with Zoom, and it is recommended that you **not** use Internet Explorer as your browser.