



The Board of Trustees of Oregon State University

Oregon State
University

August 3, 2021, Board of Trustees Meeting

Providing Verbal Public Comments

The August 3, 2021, Board of Trustees meeting will be hosted through the remote conferencing service Zoom. A public listening and comment location will also be available at the Allworth Conference Room of the Memorial Union, 1500 S.W. Jefferson Way in Corvallis.

There are two ways to provide verbal public comment:

Provide verbal public comment virtually:

1. In your web browser¹, 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 application**² or join from your **web browser**.
 - a. If joining by the **Zoom application**, select “Zoom Meetings” in the Launch Application window and then select “Open link.” Choose one of the audio conference options and follow the instructions on your screen: Phone Call, Computer Audio, Call Me.
*For full functionality, joining by **computer audio** is recommended.*
 - b. If joining from your **web browser**, select “join from your browser,” enter your name when prompted, and select “Join.” Choose one of the audio conference options and follow the instructions on your screen: Phone Call, Computer Audio, Call Me.
*For full functionality, joining by **computer audio** is recommended.*
3. You will now be in the meeting. The audio will be silenced and the video will display a Board Meeting slide until the chair begins the meeting.
4. Your video will be turned off by the moderator. During the meeting, you will see on your screen either slides and/or video of the presenter(s), depending on the agenda item.
5. Public comments will be taken prior to the Board voting on each action item.

Use the chat function to indicate to the moderator that you would like to provide comments. Make sure the chat function is visible by selecting “More” at the bottom of your screen and then selecting “Chat” from the menu.

¹ Google Chrome is the preferred web browser, as it offers optimal functionality. Internet Explorer is not compatible with joining the meeting audio through your computer and it is advised against using that platform.

² For optimum functionality, it is recommended to update to the latest Zoom version by visiting <https://zoom.us/download>.

Please provide your first and last name, your affiliation to the university, your email address, and the action item on which you would like to comment.

6. Note that the chat function is only visible to technical and support staff and only used for identifying those signing up for public comment.
7. 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 your comments have concluded.
8. In order to allow time for as many comments as possible, **please limit the length of your comment to three minutes**. You will hear a chime at the end of your three-minute time.
9. At the conclusion of the meeting, select “End Meeting” in the lower right hand corner of your screen.

Provide verbal public comment at the Memorial Union listening station:

1. Join the public listening station at the Memorial Union Allworth Conference Room 207.
2. Public comments will be taken prior to the Board voting on each action item.

Notify staff that you would like to provide comments.

You will be asked to provide your first and last name, your affiliation to the university, your email address, and the action item on which you would like to comment.

3. When you hear your name being called to comment, the listening station will be unmuted by the moderator and then returned to mute when your comments have concluded.
4. In order to allow time for as many comments as possible, **please limit the length of your comment to three minutes**. You will hear a chime at the end of your three-minute time.