REMOTE MEETING POLICY (Approved 4/9/2021)
FOR MID-ILLINOIS MEDICAL DISTRICT COMMISSION MEETINGS CONDUCTED VIA WEB-BASED VIDEOCONFERENCE

The Mid-Illinois Medical District Commission (the "Commission") has compiled the following rules and guidelines for meetings conducted via videoconference ("Rules") as permitted by law. These Rules are intended to assist the general public in attending meetings conducted via videoconference. By attending a meeting, you agree to comply with these Rules. Failure to do so may result in removal from the meeting.

Attending a virtual meeting is the same as attending in person in that the same rules apply regarding requesting to address the Commission, conduct, and recording. Those rules are incorporated herein by reference and can be found on the Commission's website at www.MidIllinoisMedicalDistrict.org .

If you request in advance to address the Commission, you will wait to be recognized by the President, then unmute and introduce yourself and provide your comment.
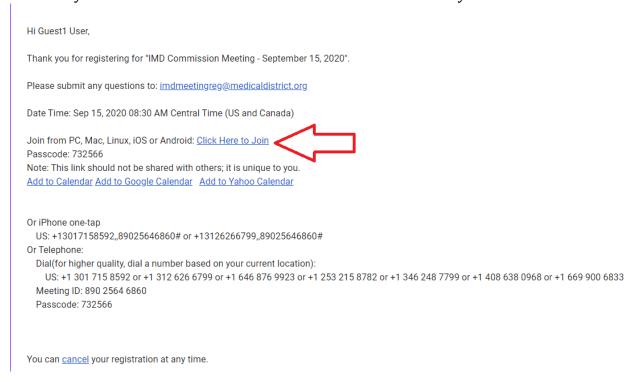
The Commission uses Zoom for videoconference meetings. Zoom is accessible for free on smartphones, tablets, laptops, and desktop computers. Zoom is accessible on both Apple/Mac and PC platforms. Certain Zoom features or layouts may differ based on the platform used.
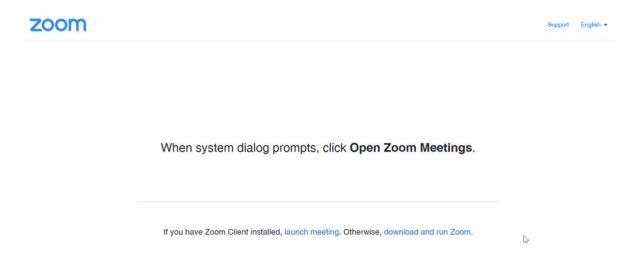
How to Attend
1. Attendees must first register to attend the meeting by close of business on the business day before the meeting by sending an email with the subject line "MIMD Zoom Info" to MIMDSpringfield@gmail.com or to Abigail.powell@springfield.il.us .
2. After your email is sent, you will receive an email with a link to access the meeting. The email will include a meeting code and password.
3. There will be a "Waiting Room" where you will remain until the meeting starts. While in a Waiting Room, a person is unable to see or hear anyone else.
4. Your video and audio will automatically be disabled when you enter the meeting. Clicking the microphone or video icon will enable you to unmute or display your video.
5. If you are unmuted or have your video displayed, you may be asked to keep your audio muted and video off. Failure to comply may result in removal from the meeting.
6. You may be asked to state your name and affiliation for the record. Failure to do so may result in removal from the meeting.
7. Use the "gallery view" to see all the participants at once. Use "active speaker view" to see who is actively speaking.
8. You may leave the meeting at any time by clicking "Leave Meeting".

Step-by-Step Guidelines
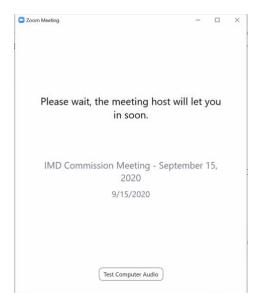
Joining via Email Link

1. Locate your invitation email. Click on the link indicated below by red arrow.

Hi Guest1 User,

Thank you for registering for "IMD Commission Meeting - September 15, 2020".

Please submit any questions to: imdmeetingreg@medicaldistrict.org

Date Time: Sep 15, 2020 08:30 AM Central Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: Click Here to Join
Passcode: 732566
Note: This link should not be shared with others; it is unique to you.
Add to Calendar Add to Google Calendar Add to Yahoo Calendar

Or iPhone one-tap
   US: +13017158592,,89025646860# or +13126266799,,89025646860#
Or Telephone:
   Dial(for higher quality, dial a number based on your current location):
      US: +1 301 715 8592 or +1 312 626 6799 or +1 646 876 9923 or +1 253 215 8782 or +1 346 248 7799 or +1 408 638 0968 or +1 669 900 6833
   Meeting ID: 890 2564 6860
   Passcode: 732566

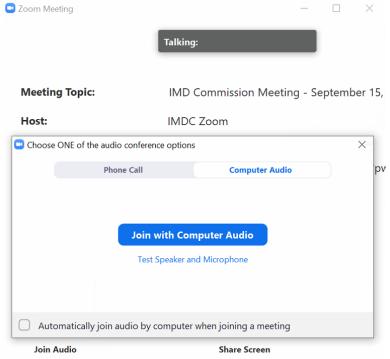You can cancel your registration at any time.

2. Your default browser will open, and a message asking to open the Zoom Desktop Application will appear (depending on your default browser, this message may look different or be worded differently) – click on "Open Zoom Meetings" or the message that allows Zoom to run / open.

zoom   Support   English ▾

When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, launch meeting. Otherwise, download and run Zoom.

3. The Zoom Desktop Client will now open and you are now joining the meeting. The host will have a Waiting Room enabled, so you will have to wait until the host admits you to the meeting.

4. When you join, select either "Join with Computer Audio" from the window that appears or click on the Phone Call tab for instructions to dial in by phone.

5. Once you have joined the meeting, you may see several controls at the bottom:
- Audio: will be disabled unless enabled by the host
- Video: will be disabled unless enabled by the host
- Participants: see who is currently in the meeting
- Share Screen: will be disabled unless enabled by the host
- Record: will be disabled unless enabled by the host
- Leave: leave the meeting

Joining by Phone Only

1. Reference the invitation email you received and locate the "iPhone one-tap" and "Telephone" numbers.

2. Dial the appropriate call-in number provided.

3. When prompted, enter the meeting ID provided by the meeting host, and press the pound key (#) to proceed.

4. If the host has not started the meeting, you will be prompted to hit the pound key (#) to wait.

5. If the meeting has started, you will be prompted to enter your participant ID – press the pound key (#) to proceed without entering a participant ID.

6. Next you will be asked for the meeting password. Enter this password, and press the pound key (#) to continue.

7. You will now be able to join the meeting. For recordkeeping purposes, you will be asked to state your name and affiliation clearly.