

**DWR COMMITTEE MEETINGS: DETAILED PARTICIPATION
INSTRUCTIONS**

1. In order to participate in the DWR Committee Meetings, you will be required to access the meeting electronically (phone, computer, or mobile app) through the Cisco WebEx Meeting link posted on the website at [https:// www.dwr.virginia.gov/meetings/](https://www.dwr.virginia.gov/meetings/). **This link is for all Committee meetings occurring on that date.**
2. Accessing the meeting through your computer or Mobile App (by clicking on the “event address for attendees”) will allow you to view the speaker presentations and other materials referenced on the agenda. If this is not an option, you may also listen, and participate in, the meeting by phone using the “audio conference” information posted on the [website](#).
3. The speaker presentations and agenda materials can also be accessed before the meeting at [https:// www.dwr.virginia.gov/meetings/](https://www.dwr.virginia.gov/meetings/).
4. If/when you first click the link for the event address, you may be asked to open/download and run the Cisco WebEx Software. There is no charge for this download, and this will be required for you to access the meeting through your computer.
5. When you open the WebEx event on your computer or mobile app, you may have the option to type in your name so that it appears on the screen for the Meeting Host. Doing this may be helpful if you plan to ask questions or provide public comments relating to items on the agenda.
6. Upon accessing the event through your phone, mobile app, or computer, you will automatically be muted by the Meeting Host until time for questions or public comments.
7. If you access the event by mobile app or computer, please take time to familiarize yourself with the WebEx features as needed, including the “Chat” feature. **Those accessing the event by mobile app or computer will be required to type their questions into the “Chat” feature. If you access the event by phone audio only, you will need to listen for instructions to assist with your participation, and opportunities to ask questions, once the meeting is called to order.**
8. DWR will have staff available to assist in moderating the meeting, troubleshooting any technical difficulties, and facilitating questions and comments from the Committee and members of the public. Any member of the public who has difficulty accessing or participating in the meeting may contact 804-367-1000 for assistance.