

The following instructions are intended to walk you through connecting to the Skype webcast for the May 4, 2020 VT NDCAP Skype webcast. Critical instructions are included as red text. All expected meeting materials / presentations for this meeting have been posted to the VT NDCAP website (<http://publicservice.vermont.gov/electric/ndcap>) in the "Meeting of May 4, 2020" section. (Scroll down past the "Meeting Announcements" section.) Materials may be viewed or downloaded from the website as needed. An electronic link for joining this Skype meeting is included below.

Thank-you for your interest in joining the **May 4, 2020 meeting of the Vermont Nuclear Decommissioning Citizens Advisory Panel** (VT NDCAP), which will be conducted as a Skype webcast. This Skype feed is intended to primarily show meeting slide presentations and meeting audio. Not all meeting agenda items will have slide presentations associated with them. While we will attempt to show video feeds of anyone speaking during the meeting, the ability to see individual video streams is dependent upon the capabilities of individual internet connections. Meeting presentation slides will have priority over individual video feeds. ALL EXPECTED MEETING DOCUMENTS HAVE BEEN ADDED TO THE "MEETING OF MAY 4, 2020" SECTION OF THE VT NDCAP WEBSITE (<http://publicservice.vermont.gov/electric/ndcap>) and can be downloaded from there.

The VT NDCAP meeting will begin at 6 PM Eastern Time. The Skype webcast will start no later than 5:15 PM to assure that it is working correctly. **Panel members and scheduled meeting presenters are requested to join the webcast between 5:15 & 5:35 PM; members of the public should join between 5:35 & 5:55 PM to support the 6 PM meeting start.**

PLEASE SELF-MUTE WHEN NOT SPEAKING. THIS WILL CUT DOWN ON BACKGROUND NOISE DURING THE MEETING.

Based on several test broadcasts, the following connection method should work for all meeting attendees:

1. Click on the following link to open the meeting access in your device's web browser:
<https://meet.lync.com/vermontgov-vermont/anthony.leshinskie/2W0G05Y8>
2. Select the "Install and Join with Skype Meetings App (web)" when prompted.
3. After a brief install on your device, click on the "Open Skype Meetings App" button. Please enter your name when prompted and then click "Join" to access the meeting.
4. IF YOU'RE CONNECTING TO MEETING USING THE SKYPE MEETING APP ON A SMARTPHONE OR TABLE, the CONFERENCE ROOM NUMBER for this meeting is 935865382.
5. Once your Skype Meeting window opens, click on the "Video Camera" icon in the lower left corner to open the meeting presentations feed. You may also need to click on the "Start My Video" link in the pop-up balloon to have full video and audio access. (This will also allow me to see that you've joined the meeting.)

6. **If you have difficulty completing the Skype connection, close the application and restart the process by clicking on the meeting link again.** (I have no clue why this works, but it frequently does!)
7. THOSE WHO JUST WANT TO HEAR THE AUDIO PORTION OF THE MEETING, can call in through:
 Phone number: **(802) 552-8456 -or- (802) 738-0888**
 And enter Conference Room Number: **935 865 382** (followed by the “#” sign) when prompted.
8. Once connected to the Skype meeting, **please mute your line** by clicking on the Microphone Icon (next to the Video Camera icon). A negation sign will appear over the Microphone Icon whenever you’re muted. Self-muting will cut down on random background noise during the webcast. Those using a phone connection should use their phone’s muting feature to self-mute.
9. **If you use “Join by Phone” for the audio feed, but are using a PC for the video / presentation feed, PLEASE MUTE YOUR PC’s SPEAKERS & ANY MICROPHONES to eliminated feedback from the Skype broadcast.**
10. Members of the public joining the meeting will be placed in a “listen only” mode for portions of the meeting. Members of the public will be unmuted during public comments portions of the meeting. If you’re having trouble being heard during the meeting, email anthony.leshinskie@vermont.gov or text 802-272-1714 to indicate that you would like to speak.
11. Written questions may be submitting during the meeting either through Skype’s Instant Message feature (click the icon in the lower left hand corner of the Skype interface) or by emailing anthony.leshinskie@vermont.gov.