

## 706 Conducting the Virtual Hearing

### Setting Up

The Department currently uses the GoTo Webinar platform for the virtual component. When setting up the virtual broadcast and registration link, it's important to understand the three primary roles for an online hearing: Organizer, Panelist, and Attendee.

- Organizers are those who schedule the meeting and serve as a hearing moderator. Co-organizers can assist with functions such as keeping time, managing the question and chat boxes, and providing technical support.
- Panelists are those who are speaking during the event, such as the project manager and subject matter experts.
- Attendees are people that register and join the online meeting to learn about the topic and provide comments.

For more information, see [How to Set Up and Host a Virtual Public Meeting Using GoTo Webinar](#).

### Welcome

As people join the meeting, the organizer should periodically thank them for joining and letting them know that the hearing will soon begin. As an alternative, include a statement on the screen with a similar message.

### Virtual Broadcast

The goal of the virtual hearing is to replicate, as much as possible, the experience and information provided at the in-person event. As part of the

virtual broadcast, participants should be able to view the presentation and then provide verbal comments. Ask those interested to speak to include their name in the chat box and then call upon them at the appropriate time. The Organizer should mute everyone in GoTo Webinar throughout the presentation and then unmute each speaker individually when they are called to speak. Make sure to discuss with the project team the most appropriate way to taking comments during the virtual broadcast.



### Collecting Comments

Virtual participants can submit written comments through an online comment form (if available), by mail, or email, or verbal statements during the virtual broadcast. All public hearings have a minimum ten-day public comment period that starts on the public hearing date.