



This participant guide is for virtual public meetings hosted by the Ohio Department of Transportation (ODOT) using PublicInput.com. The meeting will be broadcast to a dedicated project website in PublicInput.com where the public will be able to view project information, watch and listen to the virtual public meeting, and interact with the project team.

## GETTING STARTED

### JOIN BY COMPUTER

Visit the project website at the meeting start time:

- <https://publicinput.com/ODOTDBE>
- If you don't see the meeting video begin at the meeting start time, you may need to refresh your browser
- If you see a play button on the meeting screen, press play to activate the live feed

### JOIN BY PHONE

Call 855-925-2801

Enter the meeting code 8323 and follow the prompts

- Press 1 to listen to the meeting  
*While you are listening to the meeting, you may press \* at any time to leave a recorded voicemail message or to enter the speaker queue to speak to the project team live.*

### AUDIO

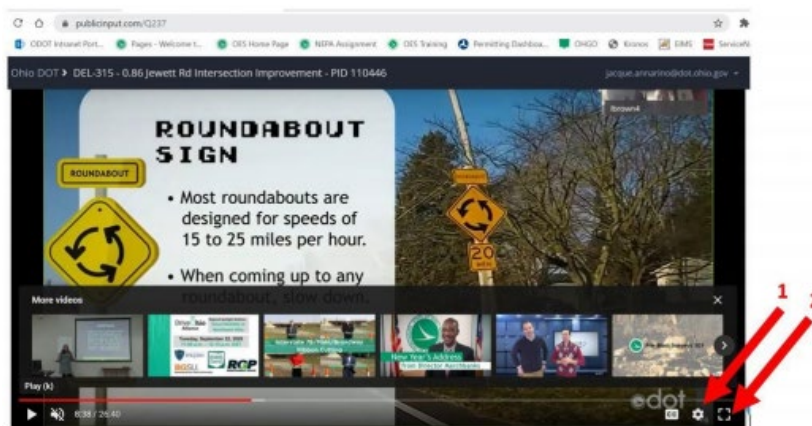
Participants connecting to the meeting through the project website should automatically be connected to audio through the computer speakers/headset or smartphone/tablet/device

- Participants may choose to listen to the meeting by phone if the connection is bad
- If you see presenters talking but do not hear audio, try changing your audio connection
- If that doesn't work use the chat box to send a message to the team to let them know you are not getting sound

Participants will remain muted until the question and answer session following the presentation

### VIDEO

If the video is not clear, you can adjust video settings by clicking on the settings icon (See **1** below) at the bottom of the screen and selecting the appropriate pixel setting (higher number = better quality). Clicking on the screen icon (See **2** below) to enlarge the window to full screen may help as well.



### SPECIAL ASSISTANCE OR ACCOMMODATION

Persons attending the meeting who interpretation or translation services, or a reasonable accommodation should contact Kristina Scales at [kristina.scales@dot.ohio.gov](mailto:kristina.scales@dot.ohio.gov) or 614.466.5154, no later than May 26, 2022.

### SPEAK TO THE PROJECT TEAM

LEAVE A VOICEMAIL Message - call 855-925-2801 and enter meeting code: 8323

- Press the \* key and then press 2 to leave a recorded voicemail message  
*If you selected 1 to listen to the meeting, you may press \* at any time during the meeting and press 2 to leave a recorded message*

PHONE - call 855-925-2801 and enter meeting code: 8323

- Press the \* key and then press 3 to enter the speaker queue
- You will be prompted when it is your turn to speak  
*This feature is only available during the meeting*  
*If you selected 1 to listen to the meeting, you may press \* at any time during the meeting and press 3 to enter the speaker queue*

#### **SUBMIT WRITTEN QUESTIONS/COMMENTS**

**CHAT** - When the meeting begins, a chat box will appear on the right side of the screen next to the video window. Type your question or comment in the chat box at any time during the meeting and hit the submit button.

We welcome written comments from members of the public who did not have the opportunity or did not wish to comment during the meeting. Comment forms are available on the project website and can be submitted as follows:

**ONLINE:** <https://publicinput.com/ODOTDBE>

**MAIL TO:** Ohio Department of Transportation  
Division of Opportunity Diversity and Inclusion - Mail Stop 3270  
1980 West Broad Street  
Columbus, Ohio 43223

**EMAIL:** Outreach@dot.ohio.gov

**PHONE:** 614-644-8436

#### **ALL COMMENTS CARRY EQUAL WEIGHT, NO MATTER HOW THEY ARE SUBMITTED**

#### **VIRTUAL PUBLIC MEETING GROUND RULES**

The Ohio Department of Transportation (ODOT) recognizes the value of public comments on their projects and community issues in the area surrounding those projects. To permit the fair and orderly expression of such comments, a period for public participation will be provided during virtual public meetings and rules to govern such participation will be provided. The moderator of the meeting shall administer the rules of public participation. These guidelines are discussed below. Please take a moment to read this information before the meeting begins:

- This meeting will be recorded. All comments are public record.
- At the beginning of the meeting, all attendees will be muted and will remain muted until the question and comment period.
- After the presentation has concluded, there will be a question and comment period. Please submit comments and questions by one of the following methods:
  - Use the chat window to type your question/comment
  - Raise your hand/Enter the speaker queue
  - Call 855-925-2801 and enter the meeting code 8323 then press \* and follow the prompts
- Please keep comments and concerns as specific and relevant to the project for which the meeting is being held
- Each commenter will be allocated two (2) minutes to state their comment
  - Time may need to be adjusted based on the number of individuals who wish to speak
- ODOT and/or their associated representatives will respond to each comment/question however, we reserve the right to respond to questions in writing following the meeting if there is either not adequate time to answer or if information must be gathered to adequately respond
- Once all comments/questions have been presented, the moderator will ask if anyone else would like to speak. If there are no additional speakers, those previously commented will be permitted to speak for an additional two (2) minutes, if they choose
- If desired, the commenter may follow-up on verbal comments in writing
  - This is not a requirement and will not provide the verbal comments additional weight

## CONDUCT

- Participants must be respectful and considerate of the opinions of others
- Participants must be considerate of the time allocated for others to speak
- Demeaning, derogatory, inflammatory, or vulgar language or actions will not be permitted and may result in attendee(s) being removed from the meeting
- A moderator will administer the rules and may:
  - Interrupt, warn, or terminate a participant's statements when the statements are too lengthy, personally directed, abusive, obscene, or irrelevant
  - Remove any individual from the meeting when that person does not observe reasonable decorum
  - Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action