



Information Presentation

Special Commission Meeting: February 16, 2022

PROJECT

Transition Online Commission Meetings to New Platform

NCPC FILE NUMBER

8344

SUBMITTED BY

National Capital Planning Commission

NCPC MAP FILE NUMBER

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REVIEW AUTHORITY

Information Presentation

PRESENTER

Steven Morgan

NCPC is transitioning to the online platform Zoom to conduct Commission meetings. Zoom offers a broader array of features for public meetings, including participant viewing options and security features, and is familiar to the public. NCPC will continue to use Microsoft Teams for day-to-day agency meetings and communications.

Online meeting platforms have many similar features, and we anticipate that Commissioners, applicants, and the public are generally familiar with various platforms and will transition quickly.

For the Commission:

- Commissioners receive unique invitations and are designated as “panelists.”
- When you click to join the meeting, you will enter the meeting, and will not need to wait to be admitted. Prior to the meeting going “live” Commissioners and staff will be in a “practice session” where your audio and video connections are checked.
- You can adjust between speaker and gallery view for your own preferences. NCPC staff will set the viewing options for what is streamed to the public.
- We ask Commissioners to be on video for the majority of the meeting.
- Meeting procedures will remain the same, including Commissioners joining the meeting 15 minutes early so we can check your connections, audio, and video.

For public participants:

- Applicant representatives and the testifying public are designated as “attendees.”
- Prior to the meeting going “live” they will be in a waiting room. Staff will change attendee status to “panelist” for each agenda item to provide video and audio capabilities. Once they have completed their testimony, their status will be changed back to attendee.
- There may be a five to ten second delay during this change from attendee to panelist.
- NCPC staff will continue to provide technical checks with applicants and the public in advance of Commission meetings to familiarize them with the online platform and the meeting process.

A training guide is attached. Even if you are familiar with Zoom, we recommend reviewing it for troubleshooting, tips, and information specific to our Commission meetings, such as changing your name on-screen and background.

ATTACHED:

- Training Guide

PROJECT TIMELINE

Previous actions	March 2020: NCPC moves to online meetings
Remaining actions (anticipated)	– Special Session on February 16, 2022 conducted using new platform – March 3, 2022 Open Session conducted using new platform
