

Virtual Meeting Information (as of March 27, 2020)

For Participants

This protocol was created by the Town of Dedham's Planning & Zoning Department, pursuant to Governor Baker's March 12, 2020 [Executive Order Suspending Certain Provisions of Open Meeting Law](#). Any adaptation of this protocol should conform to local and state law.

Web hosting platform:

This protocol details steps using a free web hosting platform, BlueJeans. To download the Blue Jeans App, view tutorials and more information regarding BlueJeans, please visit their website: <https://www.bluejeans.com/>

Tutorials

Getting Started: <https://support.bluejeans.com/s/article/Video-Getting-Started-with-Your-BlueJeans-Account>

<https://support.bluejeans.com/s/article/Getting-Started-Guide-BlueJeans-Meetings>

Downloading App: <https://support.bluejeans.com/s/article/Video-Downloading-the-Desktop-App>

Instructions for Participants:

- Call in with a headset to minimize feedback.
- Make sure use your full name so the **HOST** can easily find and identify.
- Call in at least 5 minutes before meeting start time to test audio and video.
- Participants will have an opportunity to ask questions and provide public comment on applications and discussions. To do so, please "raise your hand" or type your question in the chat in the application via the BlueJean meeting platform. If you are calling in and cannot use the platform, you can press *9 to "raise your hand", or you can send your questions to staff via email at jrosenberger@dedham.gov. We will wait at least 2 minutes to allow the public to submit questions.