



# Virtual Rulemaking Hearing Guide

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Please note that, pursuant to section 24-4-103(8.1), C.R.S., the hearing will be recorded, and the recording will be part of the public record.

## Testing a Zoom Meeting

Prior to the hearing, we encourage you to test a Zoom meeting at [zoom.us/test](https://zoom.us/test). This will launch a meeting where you are the only participant (you can then invite others if you'd like). This option lets you [test your audio](#) and [video](#) even if you do not have the Zoom desktop client installed. It is a good idea to test Zoom if you plan to participate in the hearing through Google Chrome. If you do have the desktop client installed, [zoom.us/test](https://zoom.us/test) will open the test meeting in the client, just like it does for a normal meeting or webinar.

## Controls for participants

**Video Mute/Unmute:**



You will be muted upon entry. As you hover over the screen, a toolbar appears at the bottom of the screen. On the left of this toolbar is a picture of a microphone that will be labeled 'Mute' or 'Unmute'. Click the microphone to mute and unmute yourself to participate in the meeting.

**Video chat:**



To keep the hearing organized, if you did not email us prior to the hearing indicating that you wish to testify, we ask that you wait for the hearing to progress to the rule on which you would like to speak, and then type your name in the chat. This will allow us to call on speakers and maintain a clear record. We will ensure that everyone is given an opportunity to testify.

As you hover over the screen, a toolbar appears at the bottom of the screen. When you click on the chat button, it will display a chat screen and you will be able to chat with the host, but note that all participants on the conference will be able to see the chat.

## Phone controls:

The following commands can be entered using your phone's dial pad while in a Zoom meeting:

- \*6 - Toggle mute/unmute
- \*9 - Raise hand

You will be muted upon entry. When you wish to comment on a rule, raise your hand, and the host will unmute you when you are next to speak.