COLORADO
Department of Revenue
Taxation Division

Virtual Workgroup Guide

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

General Structure

Workgroup meetings are agenda-driven discussions among the public and the Department about draft rules or rule concepts. The Department will typically publish an agenda with discussion topics posed by the Department and submitted by interested parties. There will also be time for open discussion of topics related to the rules but not included in the agenda.

To elicit the best exchange of ideas, workgroups are typically structured as open discussions. However, the public is also encouraged to submit written comments on the draft rules or rule concepts to dor_taxrules@state.co.us. The most useful comments are those that suggest specific language to be added to, removed from, or changed in the rule. A discussion of the statutory basis for the proposed language is also helpful.

Workgroups may be conducted virtually using the Zoom platform in addition to, or in lieu of, in-person meetings. Participants may call into the workgroup, or use the Zoom website or desktop client. Connecting through the Zoom website or desktop client offers additional features even if participants choose to leave their cameras off. Meetings are recorded, and the recordings will be available to interested persons unable to attend a meeting. Recordings are also included in the public rulemaking record.

Because workgroups are structured as open discussions, we do not intend to maintain a speaker list unless a list becomes necessary to ensure everyone has an opportunity to speak. However, participants cannot unmute themselves without being prompted to do so. Participants will be required to use the "raise your hand" function so that we authorize them to unmute their line. Once called on, participants will be prompted by the host to unmute.

Testing a Zoom Meeting

Prior to the scheduled workgroup, we encourage you to test a Zoom meeting at 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. We particularly encourage you to test Zoom if you plan to participate in the workgroup through Google Chrome. If you do have the desktop client installed, 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 and cannot unmute yourself without being prompted to do so. Participants will be required to raise their hand so we can authorize you to unmute your line. Once called on, a notification will appear that the host is allowing you to unmute your line. Once you have finished with your comments, please re-mute yourself.

To mute and unmute yourself, hover over the screen and a toolbar will appear at the bottom of the screen. On the bottom-left part of your screen you will see an icon of a microphone labeled 'Audio.' Click the microphone to unmute and mute yourself once the host has authorized you to do so. When the microphone icon displays a red dash through it, that means you are muted. When the microphone does not have a red dash, that means you are unmuted and others can hear you.
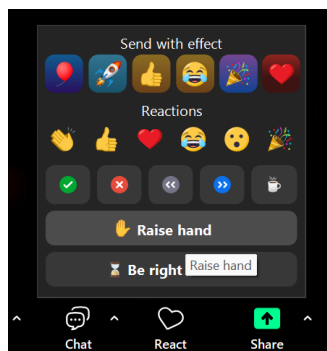
Raise your hand:

Participants who wish to make a comment during the hearing will need to provide the comment orally. To keep the hearing organized, we ask that you wait for the hearing to progress to the rule on which you would like to speak, and then use the "Raise hand" function to let us know you would like to speak.

As you hover over the screen, a toolbar will appear at the bottom of the screen. In the bottom-center part of the screen you will see an icon of a heart labeled "React". Click "React" and you should see the "Raise hand" button, which you may click when you are ready to speak. This will let us know you would like to speak so we can authorize you to unmute your line.

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. When it is your turn to speak, we will notify you to unmute your phone. Workgroup

members are encouraged to connect using the web or desktop client even if they cannot or prefer not to use video.