

County Airports

Panelist Virtual Meeting Etiquette

- You will receive a “Panelist” meeting invitation via WebEx – do not share your panelist link with members of the public. This link is strictly for use by Council members and County staff. The public will be using the “Attendee” link to join the meeting.
- Join early – plan on joining the meeting 15 minutes prior to start time
- Check your surroundings for distractions, mute cell phones, close the door to your room, please keep your surroundings professional
- Mute your microphone when you are not speaking
- In the WebEx menu, you will see a “hand” you can raise if you would like to speak. Once acknowledged by the Chairperson, you may unmute your microphone to speak
- Motion Items: Please keep your microphone muted until you are recognized by either the Chairperson or Secretary to speak
- Don’t interrupt, there is a minor audio delay with video. Let others finish speaking before you do
- Remember, you are on camera everything you do is seen, please keep it professional do not raise signs or display personal messages
- Thank you for participating!

