



Virtual Rulemaking Hearing Guide

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

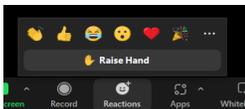
Prior to the hearing, we encourage you to test a Zoom meeting at zoom.us/test. This will launch a meeting where you are the only participant (you can then invite others if you'd like). This option lets you [test your audio](#) and [video](#) even if you do not have the Zoom desktop client installed. We particularly encourage you to test Zoom if you plan to participate in the hearing 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. 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.



Raise Hand:

Video 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, which you can find by clicking reactions in the bottom-center part of the screen. This will allow us to call on speakers and maintain a clear record. We will ensure that everyone is given an opportunity to testify.

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. 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 by pressing *9. When we call on you, unmute and mute your line by pressing *6.