

## Virtual Workgroup Guide

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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](mailto: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. If a speaker list becomes necessary, we will use the video “raise your hand” features to track it. If you are a workgroup member who is having difficulty interjecting, use the “raise your hand” feature to alert us that you would like to speak.

### Testing a Zoom Meeting

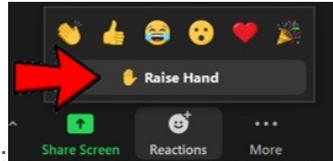
Prior to the scheduled workgroup, we encourage you to test a Zoom meeting at [zoom.us/test](https://zoom.us/test). This will launch a meeting where you are the only participant (you can then invite others if you'd like). This option lets you [test your audio](#) and [video](#) even if you do not have the Zoom desktop client installed. 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](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. Please mute yourself again when you are finished speaking. We may mute you to limit background noise.



Raise your hand:

Use the raise your hand tool to let us know you would like to speak. This will give us the opportunity to call on you to speak if you are having trouble interjecting or a list is necessary. As you hover over the screen, a toolbar appears at the bottom of the screen. Click the Reactions button and locate the Raise Hand button to raise your hand.

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.