

**The State Review Board Meeting will use a hybrid format. Participants may attend in-person at Clover Bottom Mansion, 2941 Lebanon Pike in Nashville, or may participate virtually via WebEx.**

#### State Review Board Meeting Web Access

The State Review Board meeting can be accessed via WebEx, a web meeting application. Those that join the meeting via WebEx will be able to see the presentations, hear board discussions, and comment as a member of the audience. If you do not have access to a computer, you can join the meeting by phone at the number below.

The meeting will begin at 9 a.m. Central, but you can log in anytime between 8:45 a.m. and 9 a.m.

#### **Meeting Details**

State Review Board Meeting

Hosted by Tennessee Historical Commission

Meeting link

<https://tn.webex.com/tn/j.php?MTID=me10ed66a2c3500be9c645eb3d7f74b22>

Meeting number (access code): 2310 488 2558

Meeting password: itMhkr77jT2

Join by Phone

+1-415-655-0001 US Toll

Access Code: 2310 488 2558

#### WebEx Tips

- WebEx may require the download of a small plug-in to run on your computer. This will usually begin downloading when you click the meeting link.
- You do not have to join with video unless you want others to see you.
- If you do not have a camera with microphone on your computer, for *Audio* choose the Call Me and enter your phone number.
- Troubleshooting Help: <https://help.webex.com/en-us/ozygebb/Join-a-Cisco-Webex-Meeting#Join-a-Webex-Meeting-from-an-Email-Invitation>

## National Register State Review Board Meeting Webex Virtual Option

Why we are providing a virtual video-teleconference option:

- To facilitate access to State Review Board members and members of the public who may be unable to attend physically
- For electronic meetings, according to Tenn. Code Ann. § 8-44-108 (5)  
***all votes taken during a meeting shall be by roll call vote.***

### Accessibility

- The public has 3 options to participate: log-in using a computer, call in using a phone, or use the Webex application using a smart phone or tablet.  
Internet is not required to participate.
- If you have trouble with the chat box or audio connection and have a comment during the meeting, email comments to [Section.106@tn.gov](mailto:Section.106@tn.gov) This box will be monitored throughout the meeting. The opportunity to speak will be provided at several points during the meeting. You can also call 615-770-1092 if you need further assistance. Comments may also be submitted before the meeting to [Rebecca.Schmitt@tn.gov](mailto:Rebecca.Schmitt@tn.gov).

### Background noise

- You will be muted during presentations. Please unmute yourself if you want to speak and please silence your device when you are not speaking. Thank you.

### General

- Each participant using a computer has meeting controls/Webex Toolbar
  - The Webex Toolbar/Meeting controls hide when you're not using them and then re-appear when you move your cursor

- The following tools are available
  - Mute – Microphone icon turns red when you mute your audio
  - Connect Audio and Video – is disabled during public meetings and hearings
  - Share screen – the host will be sharing content. Participant share screen feature is disabled during public meetings/hearings.
  - Start recording – only the host can record the meeting.
  - Participant list – see who is in the meeting. The button is blue when the participant list is open.
  - Chat – during meeting, participants can only chat with THC Staff
  - Options – 3 small dots icon includes ability to take notes, share device and copy meeting link.
  - End meeting icon is the red X – allows you to exit the meeting.
- Chat with host/presenter
  - Find the participants list on the right side of the screen.
  - OPTIONAL: Under the chat window located on the right side of your screen, click the drop-down box. Here you can select who can view your message.
  - Hover the cursor on “Host”
  - Click on the chat icon (looks like a speech bubble)
  - A chat window will appear below the participants list. Type your message and press **send**
  - Your entries will appear in this area as well as the response from Staff



Department of  
**Environment &  
Conservation**

# WebEx Usage for Public Hearings

# Three Ways to Join a WebEx Meeting

- Using a computer and following the provided link
- Using the WebEx app available to Android and Iphone
- Calling in via phone

# To join a WebEx meeting you can:

- Follow the meeting link from the public hearing notice/website.
- Or type the web address into your home bar.

## Public Hearing

5:00 PM - 8:00 PM Tuesday, Apr 14 2020 (UTC-05:00) Central Time (US & Canada)

### Meeting Information

Meeting link:

 <https://tngov.webex.com/tngov/j.php?MTID=mfbe67bac2068d60d3ed5233c0027119>

Meeting number:

 640 473 425

Join by phone

 +1-415-655-0103 USTOLL

Access code: 640 573 525

[Global call-in numbers](#)

- You will be directed to the Public Hearing....

test

Hosted by John Doe

● 12:35 PM - 1:35 PM | Wednesday, Feb 12 2020 |  
(UTC-06:00) Central Time (US & Canada)

• Enter your name and email address



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### Meeting Information

Meeting link:	<a href="https://tngov.webex.com/tngov/j.php?MTID=m8c7799253eae35cde9cfe8d64ac3470d">https://tngov.webex.com/tngov/j.php?MTID=m8c7799253eae35cde9cfe8d64ac3470d</a>
Meeting number:	642 832 161
Password:	Please obtain your meeting password from your host.

< Back to Meeting List

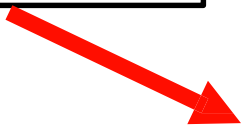
## test



Hosted by John Doe

● 12:35 PM - 1:35 PM | Wednesday, Feb 12 2020 |  
(UTC-06:00) Central Time (US & Canada)

● Hit the 'Join Meeting' button



John Doe

John.Doe@email.com

Join Meeting



### Meeting Information

Meeting link:

<https://tngov.webex.com/tngov/j.php?MTID=m8c7799253eae35cde9cfe8d64ac3470d>

Meeting number:

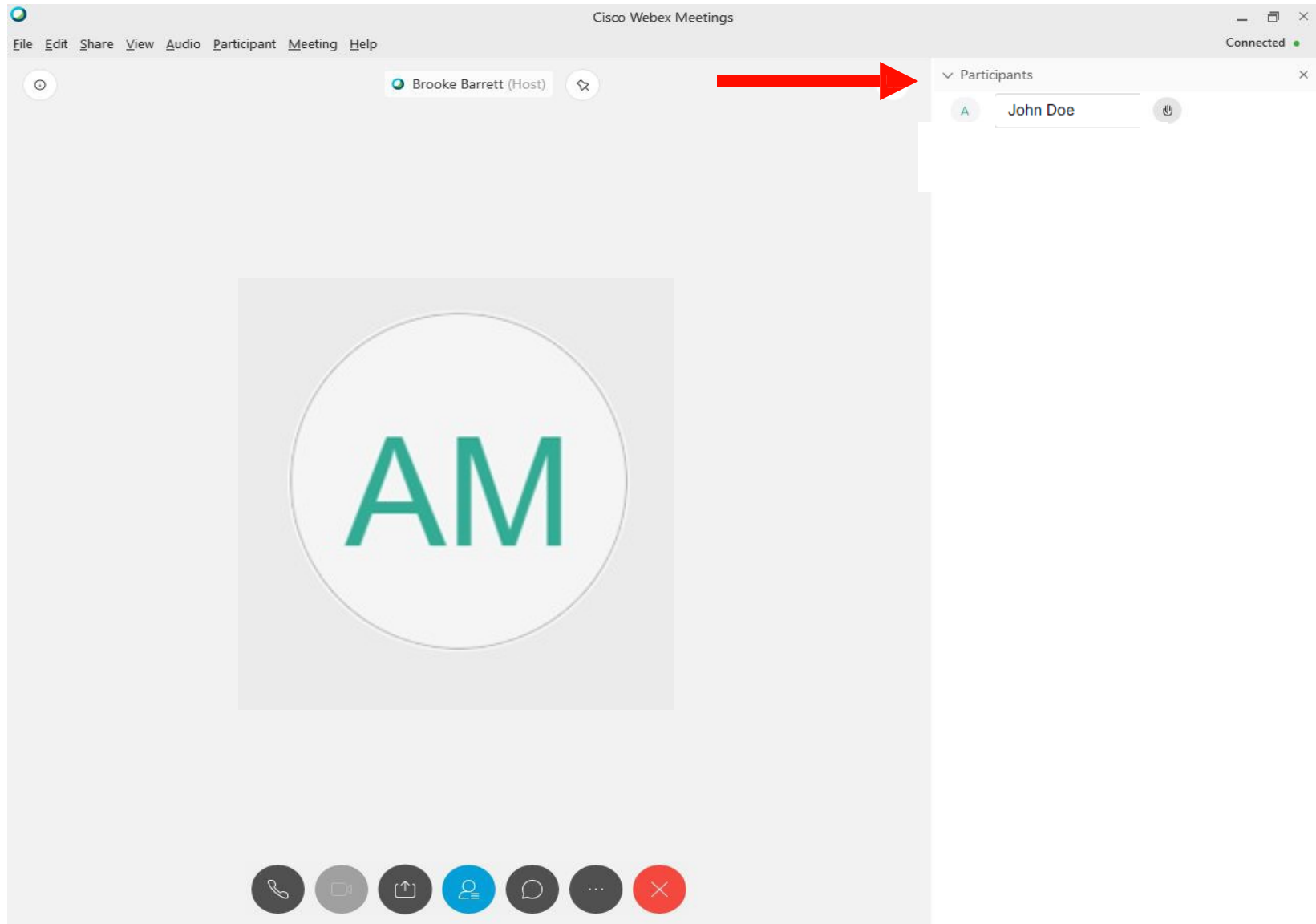
642 832 161

Password:

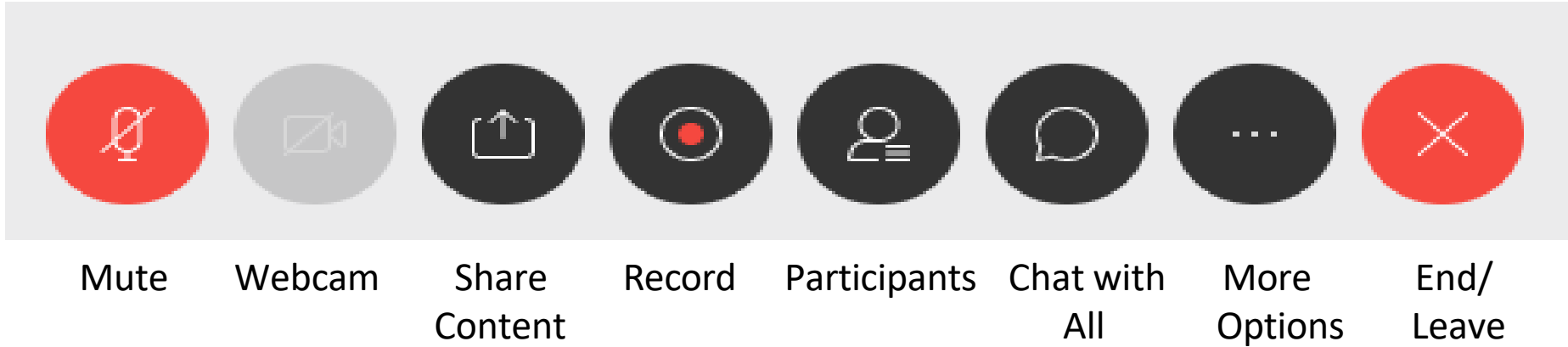
Please obtain your meeting password from your host.



# You will be connected. Note your name in the 'participants' sidebar.



# Buttons:

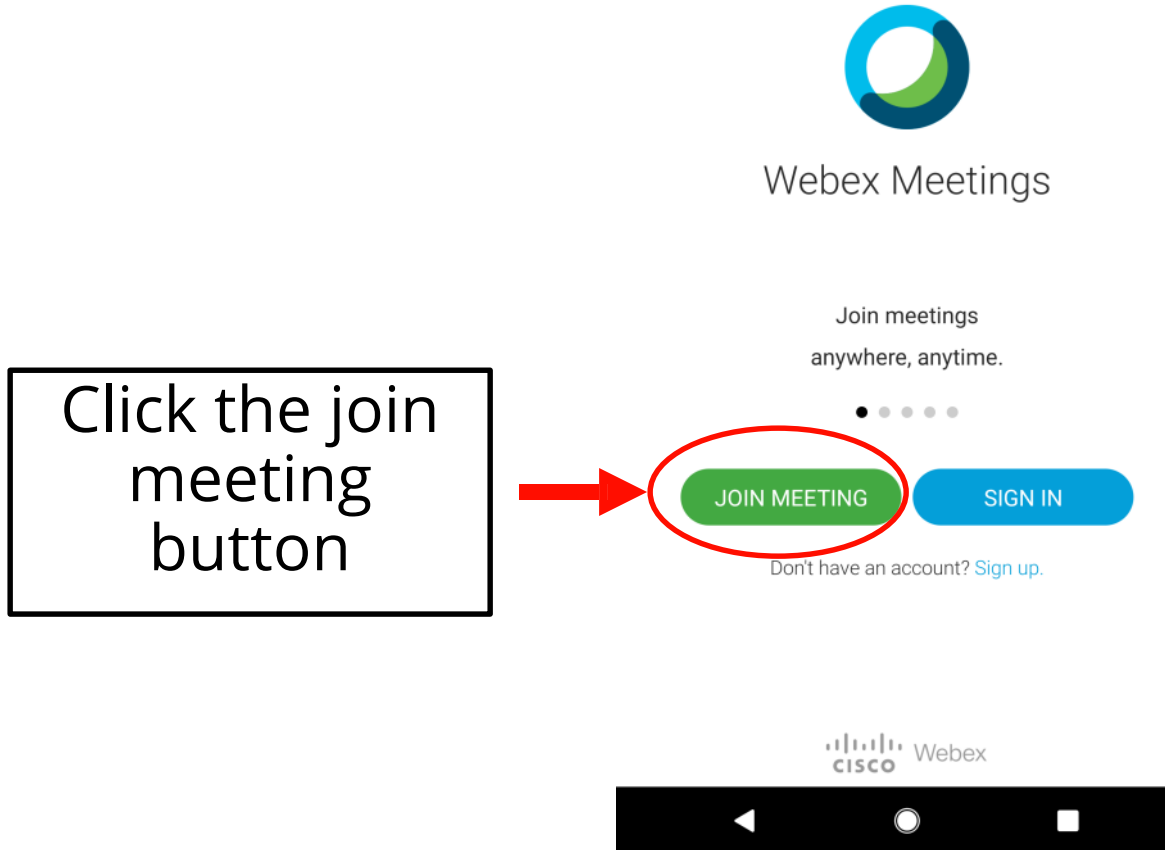


## Important Tips:

- If the host has not started the meeting yet, you will not be able to join the meeting. Simply wait for the host to start the meeting, you can refresh the page to check to see when the host has started the meeting.
- If your computer is not set up with a microphone, you will need to call the meeting using the phone number provided in addition to joining on the computer in order to communicate with the group. You will need to dial the number and enter the meeting number followed by the # sign.
- If you join this way be sure to set up with 'no audio' when you are connected to the WebEx or simply mute your computer using the red microphone button on the bottom of your screen.

# How to Join Using the App

After downloading and opening the app on your device you will see this screen:



# To Join Meeting

Enter the Meeting  
Number: XXX XXX XXX



Enter your full name

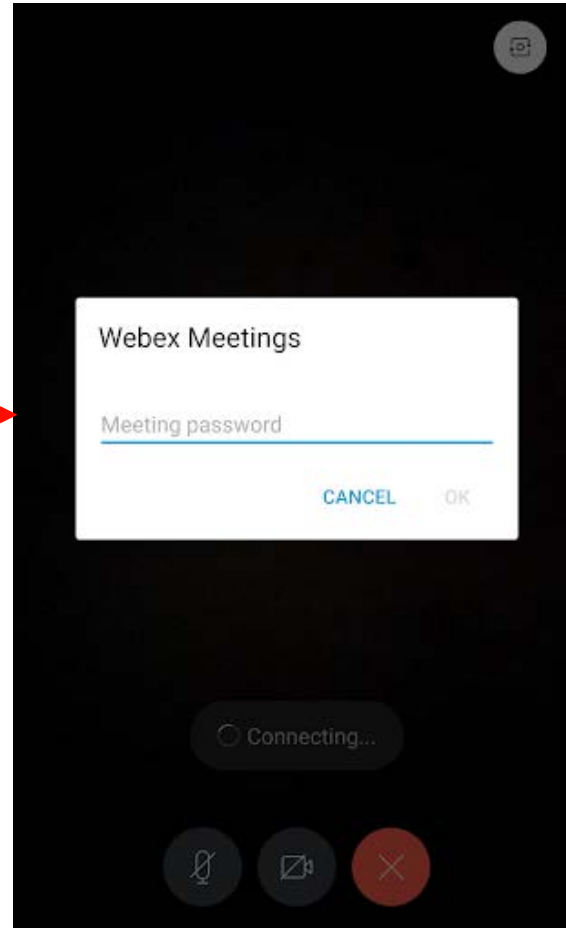


Enter your email address

A screenshot of a mobile application interface titled 'Join Meeting'. At the top left is a back arrow, and at the top right is the word 'JOIN'. Below the title is a text input field labeled 'Meeting number or URL'. Underneath this field is a paragraph of text: 'If you are invited to a Personal Room, you can enter the URL.' followed by an example URL: 'company.webex.com/meet/**username**'. Below the URL is another text input field labeled 'Your name'. At the bottom is a third text input field labeled 'Email address', which has a blue underline. Three red arrows from external text boxes point to these three input fields.

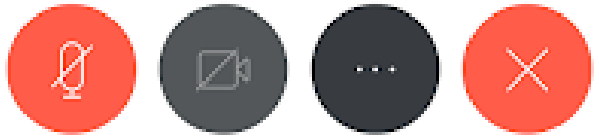
# Enter the Password

Enter the provided meeting password and click "OK"

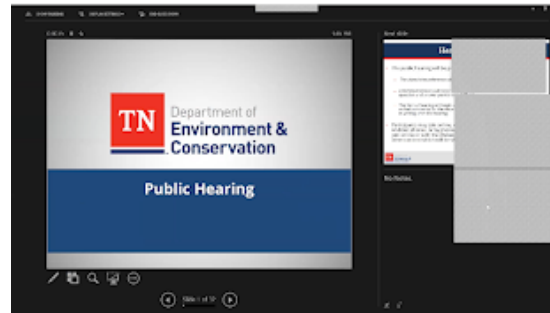


# You are Connected


- The WebEx will look similar to this one.



Mute Your Camera on/off More Options Exit



# More App Options

- If you select the more options button: 
- You can use the “Turn off Speaker” button to switch to talking through your phone like on a phone call. This will allow participants to hear you better than if you were on speaker.

