



## WEBEX INSTRUCTIONS:

1. Log into the Webex meeting room: <https://usace1.webex.com/meet/jessica.m.vargas>
2. When prompted for the Audio and Video Connection, choose an audio connection: **“I Will Call In”** or **“Use Computer Audio”**.
3. If you are calling in: Call the AT&T # provided in the Audio drop down menu or popup that appears after you click “Join Meeting” (depending on which version you have).
4. Enter your assigned **ATTENDEE ID** from the drop-down menu when prompted on the call.
5. Select video connection (i.e. Integrated Web Cam). Click the green “Start My Video” button or the camera icon.

If the call-in information doesn't appear you can click on the **“meeting information”** icon at the top of the screen and it will show you the phone number and you attendee ID.

If you are unable to join the web application or you are having audio problems, you can call the conference line listed above.

**If you need a reasonable accommodation, please contact Jessica Vargas at 415-503-2936.**

### Meeting Ground Rules

- Host agency facilitates discussions.
- Start on time, end on time, and stick to agenda.
- Actively listen--no side bar conversations.
- No personal attacks.
- Project proponent presentation (before questions and answers) limited to 30 minutes.
- Interested party comments must address specific project being reviewed. Comments related to general DMMO issues may be offered at beginning of DMMO meeting.
- Interested party comments must be related to DMMO issues (e.g., sampling and analysis plans or test results); non-DMMO issues (such as “this project needs an EIS”) should be directed to individual agencies or should use other forums.
- Interested party comments following project presentations shall be no longer than five minutes in length. DMMO agencies may ask clarifying questions of project proponents and commentators.  
After all comments, project proponent may respond to public comments.
- Interested parties may ask questions or make comments during DMMO discussions before DMMO recommendation is made. Formally close comments before DMMO makes final recommendation.
- Written comments are encouraged and must be regarding DMMO issues or projects.

This agenda is subject to change, depending on the urgency of projects presented and the time available for agencies to review information.