



# Vina Subbasin Advisory Committee (SHAC) Meeting

Presentation by:  
Mariana Rivera-Torres, Facilitator

# Checklist for Virtual Participation



- ✓ **Please mute yourself when you are not speaking.** This helps cut down on background noise.
- ✓ **Please check that your video camera is on.** We encourage that you also join us via video. Seeing each other's faces makes for a more engaging experience.
- ✓ **If you know you have less than optimal internet connection, we urge you to join through both a phone (for audio) and your computer (for video).** You may do so by joining the online meeting via the Zoom link and opting to join via phone audio. When you are dialing in, please be sure to enter your participant ID. Here is a step-by-step guide to help: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>
- ✓ **Rename yourself after logging into Zoom.** We ask that you please rename yourself by hovering over your name in the “Participants” tab. Please change your name to be First name Last Name, Affiliation; so we can identify and engage each other better. Ex. “Mariana Rivera-Torres (CBI, Facilitator)”
- ✓ **Please direct chat comments only to the facilitator.** Please direct any comments or questions in the chat function to Mariana Rivera-Torres or Tania Carlone and we will share them with the group during discussion periods designated on the agenda.
- ✓ **Bring a learning mindset** as we do our best to maximize engagement to the degree possible in this online setting!

# Intro to your attendee controls

**Talking:**

Meeting Topic: My Meeting  
Host Name: Stephanie Horii  
Password: [Redacted]  
Numeric Password: 045239  
(Telephone/Room systems)  
Invitation URL: <https://cbuilding.zoom.us/j/176134919?pwd=c3YwWGINZ3NydWdVSXBVVjd4V>  
[Copy URL](#)

Participant ID: 138587

**Participants (2)**

- Participant (me) **Unmute** **More** **Rename**
- Stephanie Horii (Host) **Mute** **Video Off**

**Join Audio**  
Computer Audio Connected

**Share Screen**

**Invite Others**

**Chat box**

To: Stephanie Horii (Privately)  
Type message here...

**Unmute** **Start Video** **Participants** **Chat** **Share Screen** **Record** **Leave Meeting**

**rai...and** **yes** **no** **go...wer** **go...ster** **more**

**Invite** **Unmute Me**

**Chat**

**Annotations:**

- Enter Participant ID if you are dialing in via phone (points to Participant ID)
- Raise hand for questions/comments (points to Raise Hand icon)
- Change your screen name to First name Last Name, Affiliation (points to Rename button)
- You are Mute or Unmuted (points to Unmute button)
- Turn your camera on or off (points to Start Video button)
- Direct your chat to the Host (points to chat recipient)



## About CBI

CBI is a nonprofit organization with decades of experience helping leaders collaborate to solve complex problems.

Our staff are experts in facilitation, mediation, capacity building, citizen engagement, and organizational strategy and development. We are committed to using our skills to build collaboration on today's most significant social, environmental, and economic challenges. We work within and across organizations, sectors, and stakeholder groups.

FOR MORE INFORMATION: [CBI.ORG](http://CBI.ORG)

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