

**West Windsor Township
Township Council Meeting
Electronic Participation Instructions for the August 31, 2020 Business Session
Start Time 7:00 p.m.**

The West Windsor Township encourages residents to participate in the upcoming Township Council meeting through one of the below methods using your phone or computer.

You may call in starting 10 to 15 minutes before the meeting begins. You will not hear anything on the other end of the line until the meeting starts at the designate time. You will be muted so you can hear us but we won't be able to hear you.

By Phone:

Call into Phone Number: **978-990-5000**


Enter Access Code: **560396#**

By Computer:

- Go to website: <https://www.freeconferencecall.com/wall/ghuber2/host>
- Access Code: 560396
- Click on "Join Online Meeting"
- Enter your name and email address
- Click "Join"
- Enable your computer Audio by clicking on the phone icon at the top of your screen
- Click on Mic & Speakers
- Click Yes on the popup box that says "let www.freeconferencecall.com use your microphone?"
- It may take a few minutes to hear the audio

Public Participation

When it's Public Comment Time in the meeting the following will occur:

- The computer will be changed to Q&A Mode. You will hear this announcement.
- Phone callers will dial *6 to get in line to make a comment
- If you are using a computer, you will need a microphone to verbally make a public comment, or to write a message to us, click the Chat icon 
- Wait until you hear an automated message saying "Ask your question now" you will need to state your name and address before your comments make your public comment. You will be unmuted so that everyone can hear you.

Email Prior to Meeting Public Comments to be read at meeting

You can e-mail the Township Clerk at ghuber@westwindsortwp.com by 11:00 a.m. the day of the meeting and your comments will be read into the record. Please include your name and address.