



Zoom Meeting Procedures for Members of the Public

- The State of Review meeting will begin on the posted date at 9:00 CDT, with an opportunity for a 2-hour break between 11:00 am and 1:00 pm (there is no need to log out during the break).
- If the meeting does not adjourn prior to the break, the meeting will resume at 1:00 pm and will continue until all the agenda items have been addressed and the meeting is adjourned.
- Members of the public may join the meeting online through the Zoom app or through a web browser, or by calling a toll-free number, following the instructions posted at: <https://www.thc.texas.gov/sbrmeeting>
- The in-person meeting is also open to the public, with attendance guidelines on the meeting agenda.

FOR BEST ONLINE RESULTS, join the meeting through the Zoom application.

Joining through a web browser may limit the quality of your experience.

Join the meeting via telephone only if you don't have access to a computer.

How to Download and Use the Zoom App

- Download the free Zoom app from <https://zoom.us/download>
- We strongly recommend that you download the app and become familiar with the Zoom interface **before the day of the meeting.**
- We recommend viewing the meeting in "gallery view."
- Zoom offers guidance on its website: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Guidelines for Meeting Attendees

- Meeting guests must keep their computer microphones and cameras OFF during the meeting.
- Meeting attendees will first enter waiting room and will be let into the meeting by THC staff
- Please use your full name when joining the meeting online.
- The SBR Chair will invite members of the public to address the board for each nomination.
- If you wish to address the board, please request to do so through the Zoom chat feature, stating your name and the nomination you wish to speak about when you enter the meeting. THC staff will compile a list of speakers for the Chair.
- Your microphone will be turned on at the appropriate time. Please state your name and your relationship to the property.
- If you wish to speak during the meeting:
 - Be sure that your computer's microphone is in working order.
 - If joining the meeting through a web browser, ensure that your web browser allows Zoom to access your computer's microphone. Some users may be asked by Zoom to upgrade their web browser.

We recommend using the free Zoom application.

The meeting will be recorded, and a video will be accessible through the THC website in accordance with state regulations.
(<https://www.thc.texas.gov/sbrmeeting>)