JEA AWARDS COMMITTEE
PUBLIC MEETING NOTICE FOR WEBEX VIDEO MEETING

(**No physical location will be made available for this public meeting**)

Notice is hereby given that the JEA Awards Committee will meet on _____**Tuesday**_____ _____, ____**March 31ˢᵗ, 2020**_____ at _____**2:00PM**_____ via **WebEx video.** Pursuant to State of Florida Executive Order 20-69 (Emergency Management-COVID-19-Local Government Public Meetings), this meeting is permitted to be conducted by communications media technology**.** The purpose of this meeting is for the JEA Awards Committee to consider and take action on various JEA procurement related matters.

Interested persons desiring to attend this meeting can only do so via WebEx video conference using the following meeting access information:

Login instructions begin on page 2

WebEx login/access
WebEx Meeting Number (access code): 472 041 580
WebEx Password: awardsmeeting

The WebEx meeting agenda and materials can be obtained electronically at _____https://www.jea.com/About/Procurement/Awards_Meeting_Agendas_and_Minutes/_____ _____ .

Interested persons who cannot attend this WebEx video meeting but who wish to submit public comments to be read during the meeting regarding any matter on the agenda for consideration at the meeting may do so by emailing _____Jason Behr_____ [*insert the name of individual*] at _____behrjv@jea.com_____ prior to the meeting start time of 2:00 p.m. During the meeting, interested persons can also email _____Jason Behr_____ at _____behrjv@jea.com_____ to submit public comments to be read during the meeting regarding any matter on the agenda for consideration. Public comments received by email must be submitted no later than 2:10 p.m. on the date of the meeting to be read during the public comment portion of the meeting. The meeting agenda and materials can be obtained electronically at _____https://www.jea.com/About/Procurement/Awards_Meeting_Agendas_and_Minutes/.

Please contact _____Jason Behr___ by telephone at (904) 665-8750 or by email at _____behrjv@jea.com_____if you have any questions regarding this notice or experience any technical difficulties during the meeting. If you have a disability that requires accommodations to participate in the above Webex video meeting, please call (904) 665-7550 or (800) 955-8771 (TTY) by 8:30 a.m. the day before the meeting and we will provide reasonable assistance for you.
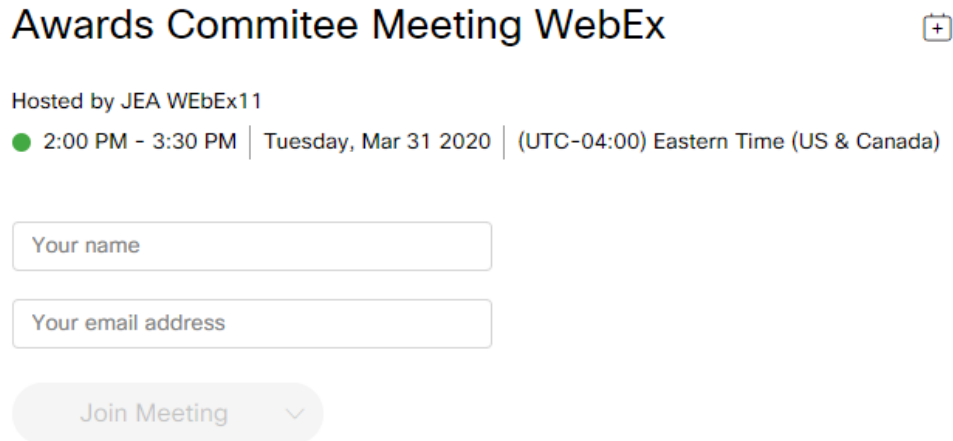
A recording of this Webex video meeting will be made available after its conclusion on the JEA website at _____https://www.jea.com/About/Procurement/Awards_Meeting_Agendas_and_Minutes/.

Joining Our JEA Awards Meeting Test Run WebEx from a Web Browser

1. Click on the following URL:
   https://jeameeting.webex.com/jeameeting/j.php?MTID=m9de64d9c327e96140f37733e92e9908b

2. The following screen will appear in your web browser:

Awards Commitee Meeting WebEx

Hosted by JEA WEbEx11
● 2:00 PM - 3:30 PM │ Tuesday, Mar 31 2020 │ (UTC-04:00) Eastern Time (US & Canada)
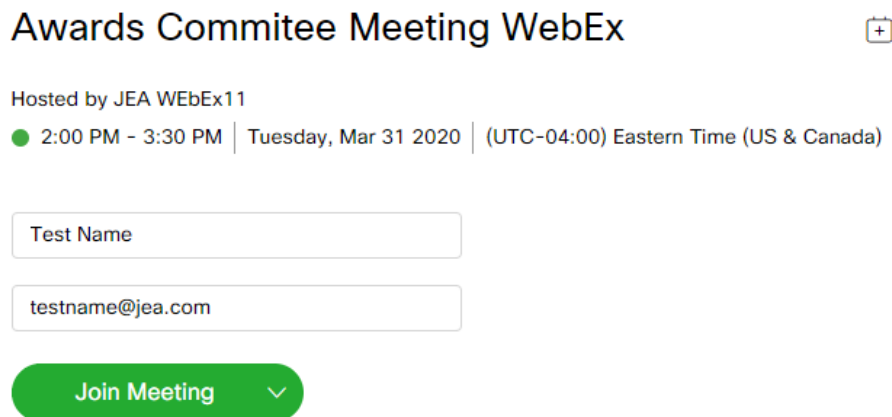
> Your name

> Your email address

> Join Meeting ∨

3. Enter your name and your email address

   NOTE: If you do not have an email address, you must put one in, so you can put in
   test@test.com. We do not use this information for any reason.

Awards Commitee Meeting WebEx

Hosted by JEA WEbEx11
● 2:00 PM - 3:30 PM │ Tuesday, Mar 31 2020 │ (UTC-04:00) Eastern Time (US & Canada)

> Test Name

> testname@jea.com

Join Meeting ∨

4. Click the green Join Meeting button

5. Once in the meeting you will need to establish audio and video:

a) **Best practice is to setup the meeting to call your phone.** This can be done by setting the Audio Connection: Select **"Call Me"** from the dropdown and enter <u>ANY</u> 10 digit number that you would like to have the meeting call you. **[Steps 1 and 2]**

b) **Establish the video:** Select the appropriate video option from the dropdown. **[Step 3]** *You can select **No Video** if you do not want to share video images.*

c) Select "**Connect Audio and Video**" **[Step 4]**
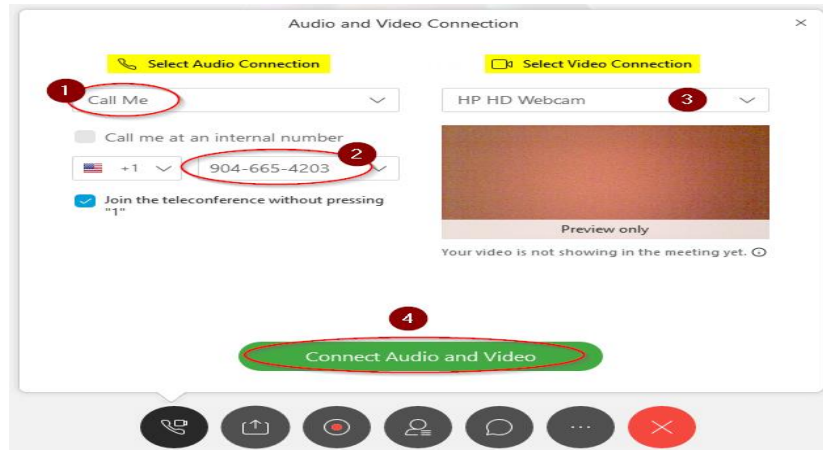
6. You are now in the meeting
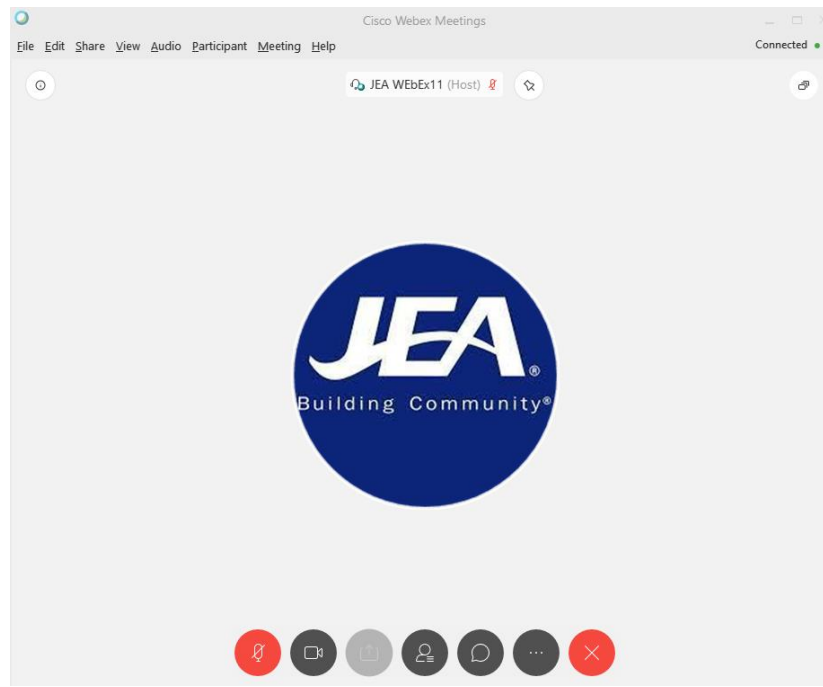
7. While in the meeting, here are the controls you have:
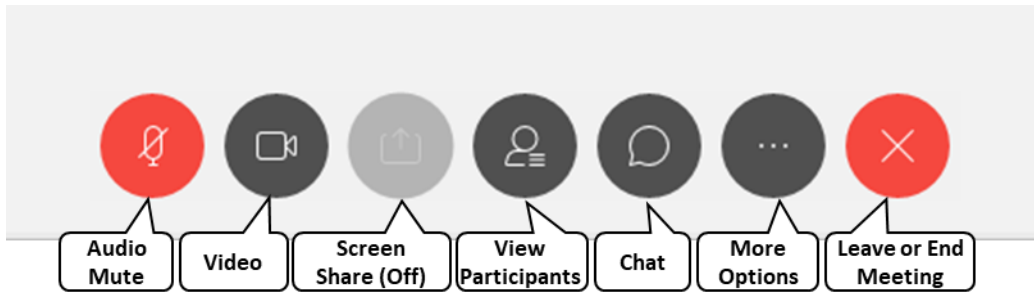
Audio Mute: This button is RED when your audio is off and no one can hear you. If you click on the button, you will hear a beep and it will turn DARK GRAY, then everyone will be alble to hear you talk. If you click the button when it is DARK GRAY, you will hear a beep, it will turn RED and no one will be able to hear you speak in the meeting.

Video: This button is BLUE when your video is turned on and people see what your video is displaying. *Please know participants will see your video if it is on so please be respectful*. If you click on the button and it turns DARK GRAY, it means your video if off and no one is seeing you.

Screen Share: This feature is turned off for this meeting, so it will not be used during the meeting.

View Participants: This button when DARK GRAY is not enabled, but when clicked it will turn BLUE and display the entire list of meeting participants over on the right hand side of the screen. This is a great way to see who and how many are participating.

Chat: The feature is there for participants to be able to communicate with the entire set of participants or a select participant. ***We do not anticipate the need to use this feature but it is always on in WebEx meetings.*** If you click on the DARK GRAY button, it will turn BLUE and a chat window will appear on the right hand side of the screen. At the bottom you can enter a chat message. Directly above the *enter chat message here* area, is where you can select who to send the chat to. Choosing Everyone will display your chat to the entire participant list.
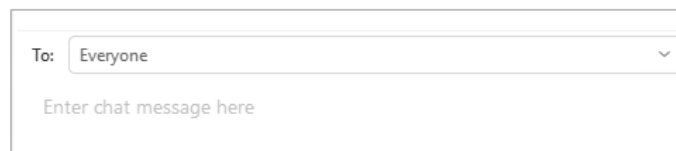
More Options: This is an advance set of features of the WebEx tool that will not be used in this meeting, but cannot be turned off. **You should not need these features for this meeting.**

Leave or End Meeting: By clicking the RED X button, a pop up window will appear where you can then click End Meeting to leave the meeting.
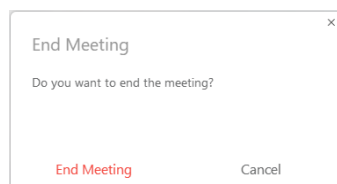
8. You are joined to the meeing with the MUTE feature turned on, so you are not able to talk at the beginning of the meeting. We will unmute the lines when time for public comment. We will

moderate giving everyone time to speak if they have something they would talk about. We typically allow a maximum of 3 minutes per speaker.

Joining Our JEA Awards Meeting WebEx from a Phone

1. Dial **+1-415-655-0001** from your phone
2. When prompted enter access code: **472 041 580 #**
3. When prompted for an attendee number just hit the **#** key on your phone
4. When prompted state your name then press the **#** key on your phone
5. You are now in the meeting
6. You are joined to the meeing with the MUTE feature turned on, so you are not able to talk at the beginning of the meeting. We will unmute the lines when time for public comment. We will moderate giving everyone time to speak if they have something they would talk about. We typically allow a maximum of 3 minutes per speaker.

Frequently Asked Questions

1. Can I join a meeting prior to the scheduled start time?
   a. Yes, everyone is allowed to join 15 minutes prior to the scheduled start time.

2. How to identify who has joined the meeting?

   a. If you are joined via your computer, you can click from the meeting controls at the bottom of the screen to display a list of participants on the right.
   b. If you are joined via your phone, you cannot identify who has joined the meeting.

3. Can I turn off my video if I don't want to show it after the meeting is started?

   a. If you are joined via your computer, you can click from the meeting controls at the bottom of the screen to turn your video off or on during the meeting.

4. I connected to the meeting via my web browser and the audio is not very clear what can I do to make it better?
   a. The audio quality comes from the internet speeds you are connected and can at times not be the best. If the audio quality is so poor you cannot properly hear the meeting, we recommend trying to dial into the meeting via your phone.