

## NEPOOL Committee Meeting Electronic Participation Guidelines

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|---|--|---|
|    | <p><i>NEPOOL meetings, while not public, are open to all NEPOOL Participants, their authorized representatives and, except as otherwise limited for discussions in executive session, consumer advocates, federal and state officials and guests whose attendance has been cleared with the Committee Chair. All those in attendance or participating, either in person or by phone, are required to identify themselves and their affiliation at the meeting. Official records and minutes of meetings are posted publicly. No statements made in NEPOOL meetings are to be quoted or published publicly.</i></p> <p><i>Guests should review the NEPOOL Committee Meetings <a href="#">Guest Attendance Guidelines</a> prior to attendance.</i></p> |   |
|    | BEFORE THE MEETING*  | <ul style="list-style-type: none"> <li>• <b>Download materials</b> from the <a href="#">NEPOOL</a> or <a href="#">ISO-NE</a> websites. This will minimize disruptions from WebEx or internet service interruptions.</li> </ul>  |
|    | JOINING THE MEETING**<br><a href="#">ISO-NE WebEx Link</a>   | <ul style="list-style-type: none"> <li>• Select the appropriate committee meeting.</li> <li>• Enter meeting password: <b>nepool</b>.</li> <li>• Enter first name, last name, and affiliation for attendance purposes (<i>First Last - Affiliation</i>).</li> <li>• Click Join and you will be muted by default. Please ensure that your video is disabled.</li> <li>• The WebEx meeting allows for audio directly from a computer or joining the meeting via telephone. If opting to join via telephone, please see the further instructions, below.</li> </ul> |
| *6  | DURING GENERAL SESSION   | <ul style="list-style-type: none"> <li>• <b>MUTE YOUR MICROPHONE</b> when not speaking.</li> <li>• <b>ASK AND WAIT</b> to be recognized by the Chair.</li> <li>• <b>IDENTIFY</b> yourself and your affiliation once recognized and before continuing.</li> <li>• If you are attending in person, ensure that the microphone and speakers are muted on your personal device to prevent audio feedback.</li> </ul>  |
|  | SERVICE INTERRUPTIONS  | <ul style="list-style-type: none"> <li>• Report WebEx issues to the Committee Chair or Secretary.</li> <li>• If there are WebEx connectivity issues, look for updates via WebEx chat or the committee distribution list.</li> <li>• In the event of WebEx system failure, a dial in will be provided to allow the meeting to continue with audio only. In this scenario, refer to the downloaded meeting materials on your personal device.</li> </ul>  |

\* If you are unable to access the WebEx app on either desktop or mobile and wish to dial in via telephone,

please reach out to [Peter Asarese](#) for connection details prior to the day of the meeting

\*\* Step-by-step guides for [installing WebEx](#), [joining via computer](#), and [joining via telephone](#) are found below

## **WebEx Installation Guide**

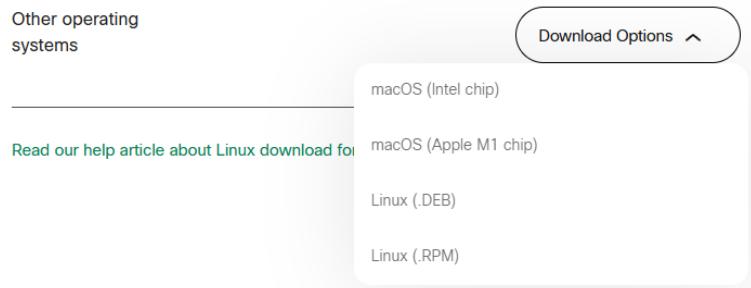
Note: The WebEx app is not required to join a meeting from a computer but will significantly enhance the user experience. The WebEx app is required to join a meeting from a mobile device.

### *A. Desktop App Installation*

- 1) Navigate to WebEx [downloads](#) page
- 2) For Windows 10 or greater, select download option at top of page



- 3) For other operating systems, scroll down to make your selection



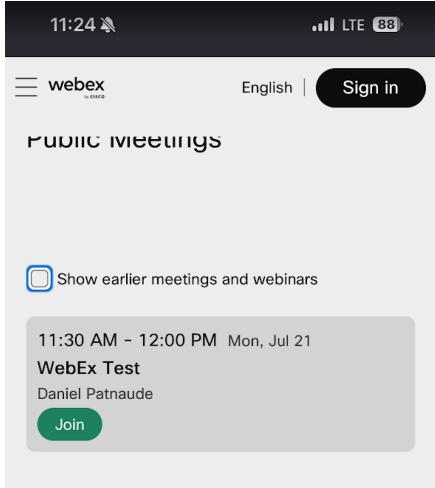
### *B. Mobile App Installation*



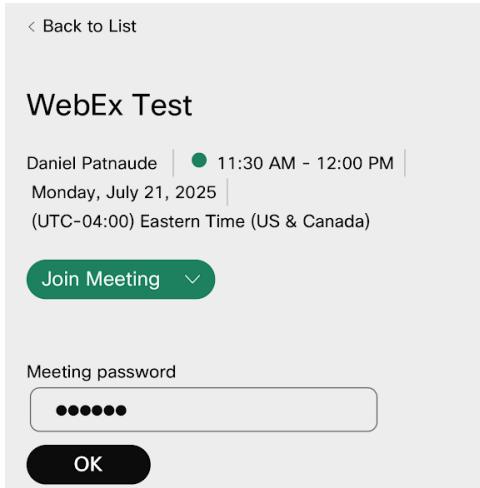
- 1)
- 2) [Android \(Google Play Store\) Link](#)
- 3) [Apple \(App Store\) Link](#)

### ***Joining a WebEx Meeting via Computer***

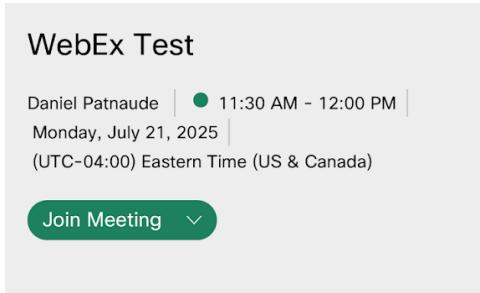
1. Once you have the WebEx app installed, open the relevant NEPOOL committee meeting agenda and select the [WebEx calendar link](#)
2. Select the meeting you wish to attend and select “Join”



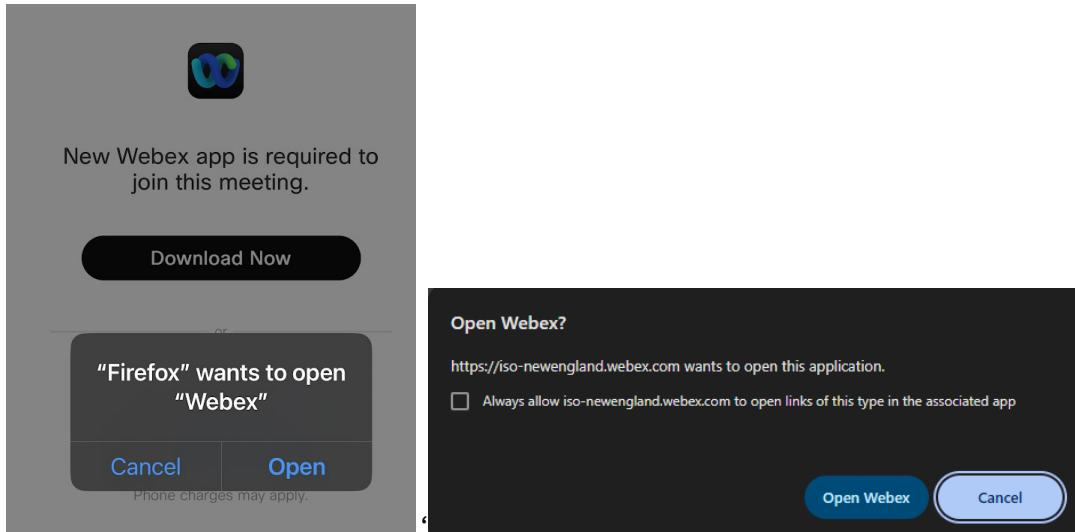
3. Enter meeting password (“nepool”) and select “Ok”



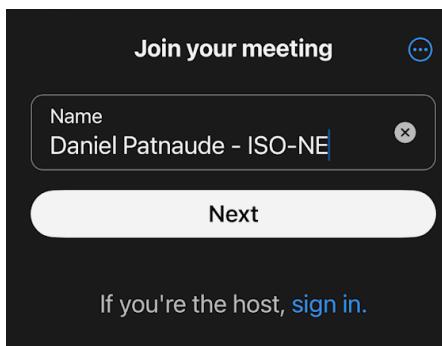
4. Select “Join Meeting”



- Depending on your chosen connection method, you may receive a pop-up that your browser wishes to open the Webex app; select “Open” or “Open Webex”



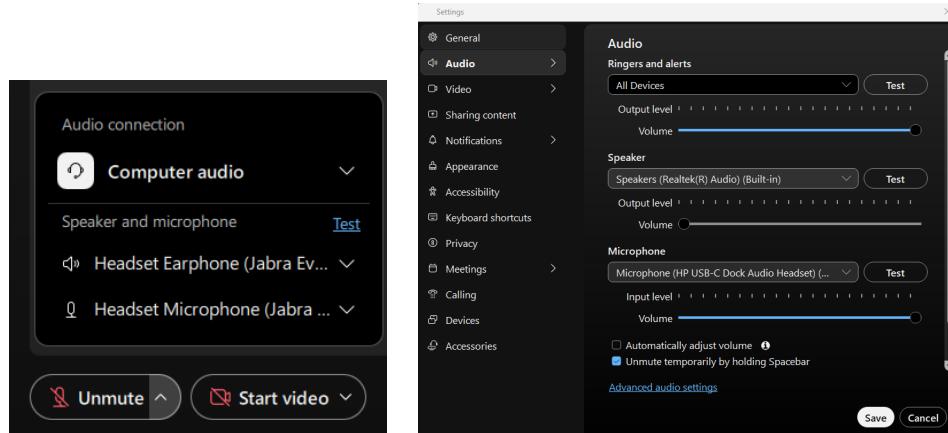
- The app will open on your mobile device or desktop; enter your full name and affiliation as shown below and select “Next”



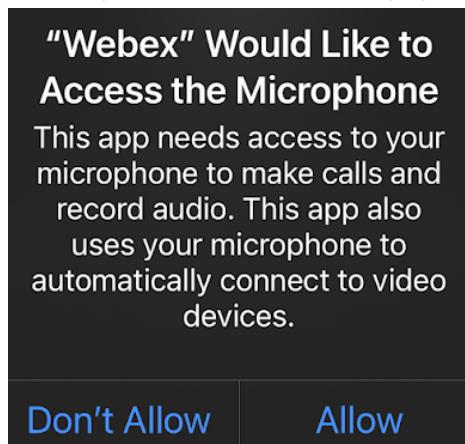
- Confirm your microphone is muted and video is disabled and select “Join Meeting”



- Note: If you would like to test your audio before joining, select up-caret (^) next to “Unmute,” select “Test,” then select “Test” next to the device you wish to test

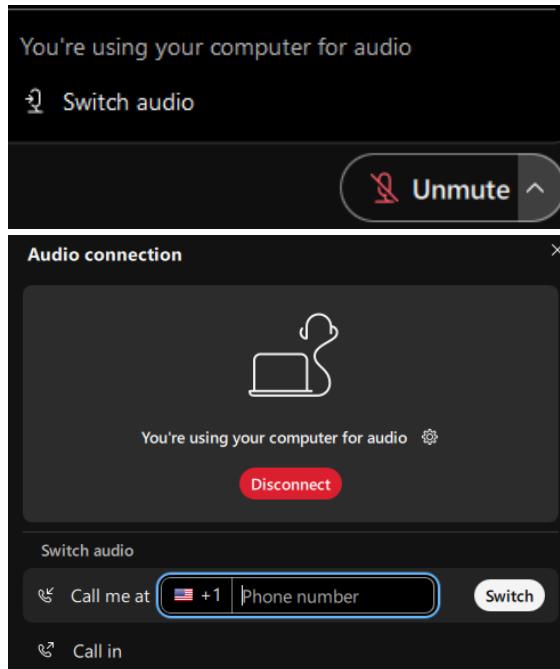


8. You may receive an additional pop-up requesting microphone access; select “Allow”

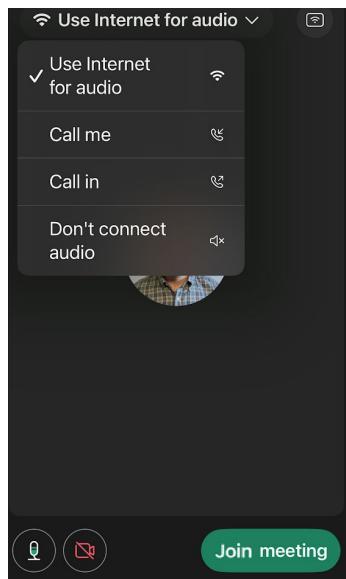


### **Joining via Telephone**

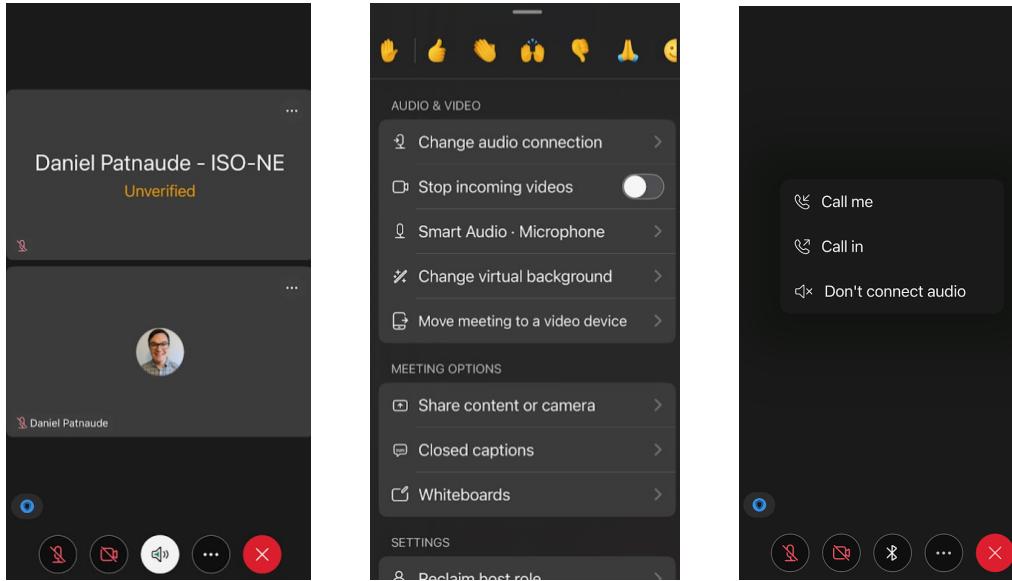
1. Proceed through "[Joining a WebEx Meeting via Computer](#)" steps, above
2. Navigate to audio connection options
  - a. *Desktop:* Select up-caret (^) next to "Unmute," select "Switch audio," enter your preferred phone number to the right of "Call me at," and select "Switch." Alternatively, select "Call in" if the above feature is not functioning.



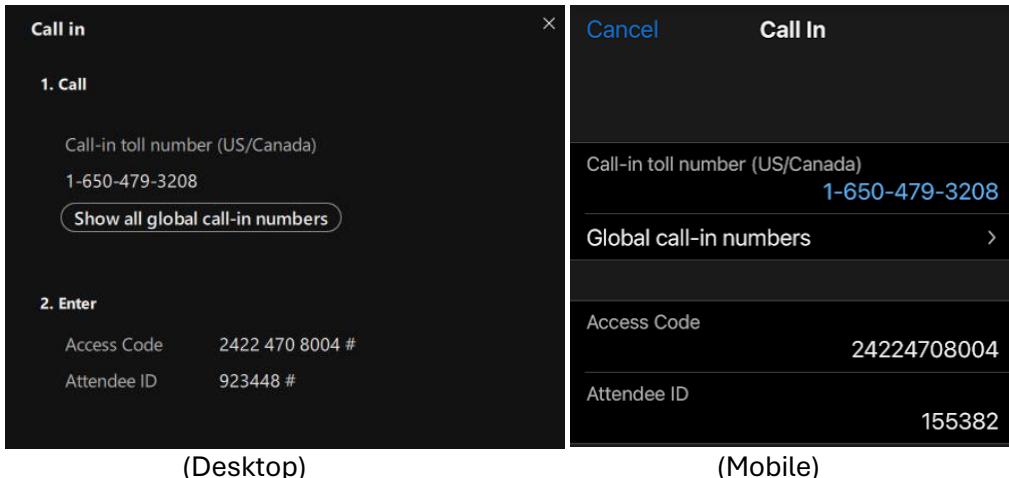
2. *Mobile (Prior to Joining Meeting):* Select down-caret (v) next to "Use Internet for audio," select "Call me," and enter your phone number. Alternatively, you can select "Call in," then select "Join meeting."



c. *Mobile (After Joining meeting):* Select  at the bottom of the screen to open settings; select “Call me” and enter your phone number. Alternatively, you can select “Change audio connection” and select “Call in.”



3. Once you join the meeting, the call-in number, access code, and unique attendee ID\* will be displayed on the screen



\*The “Attendee ID” is required for your name to be visible to other attendees

4. If you are unable to access the WebEx app on either desktop or mobile and wish to dial in via telephone, please reach out to [Peter Asarese](#) for connection details prior to the day of the meeting. For all other meeting-related inquiries, please contact the appropriate committee secretary.