

Attention: Unified Government Announces Self-Sustaining Municipal Improvement District Advisory Board Meeting Procedures for May 5, 2020

All communication is preferred to be via ZOOM for the Self-Sustaining Municipal Improvement District (SSMID) Advisory Board Meeting for May 5, 2020 at 4:30pm. See the following Zoom Webinar information :

When: May 5, 4:30 PM Central Time (US and Canada)
Topic: Downtown Kansas City Kansas Self-Supporting Municipal Improvement District (SSMID) Advisory Board Meeting

Link to join Zoom Meeting <https://us02web.zoom.us/j/88162879337>

After registering, you will receive a confirmation email containing information about joining the webinar.

For more information on Zoom and How to Use Zoom instructions see the instructions below.

Unified Government Announces Zoom Webinar Participation for SSMID Advisory Board Meeting

On Tuesday, May 5, 2020, the SSMID Advisory Board will conduct its first meeting via Zoom. This new meeting type is due to COVID-19.

To listen to the meeting:

Join Zoom Meeting <https://us02web.zoom.us/j/88162879337>

What is Zoom? How do I Use Zoom?

1. Zoom is a digital conferencing service that will allow meetings to be accessed through the internet on devices such as desktops, laptops, tablets, and mobile phones. It also allows access to the meeting by landline/mobile telephone audio. There is no fee to use Zoom, but a user's internet or mobile phone provider's data rates and fees will apply, where applicable.
2. **Simply Click the Link.** The Zoom meeting may be opened via hyperlink on a desktop, laptop, tablet, or mobile phone.

- a. Panelists (see below) will receive an individual meeting invitation through e-mail.
- b. Attendees (see below) may receive a link by emailing director@downtownkck.org or clicking <https://us02web.zoom.us/j/88162879337> to join the meeting at that time.
- c. Simply click the link provided, and it will take users to a Zoom landing page where they will be asked to follow prompts to install the appropriate application for their device.
- d. Attendees may also access the meeting through the dial-in feature (see #5 below).

3. **Get the FREE Zoom app.** To access video and/or audio, it is highly recommended that users download the free Zoom app for desktop, laptop, tablet, or mobile phone prior to the meeting. If not, after clicking a meeting link, the users will be prompted to download the appropriate application before they are able to join as noted above. Users must follow all on-screen instructions to properly install the application in order to join the meeting. Please be sure your background is appropriate.

4. **Please Provide a FULL NAME.** When accessing the meeting from the app, panelists and attendees will be asked to provide a name. A pre-populated name may appear. Please ensure a full name is entered. If attendees join the meeting using the dial-in feature from a landline or mobile phone, they will not input their name.

5. **Landline / Audio-only Mobile Calls.** Attendees may also access the meeting through the dial-in feature using the numbers below:

Phone one-tap

Phone US: +16465588656,,88162879337# or
one-tap:+13126266799,,88162879337# US

Join by Telephone

For higher quality, dial a number based on your current location.

Dial: US : +1 646 558 8656 US (New York)
+1 312 626 6799 US (Chicago)
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US
+1 301 715 8592 US
+1 346 248 7799 US (Houston)

WebinarID: 881 6287 9337

6. Expect Entry Delay. There will be a delay to enter the meeting after a user clicks the link or dials in. The software includes a “Waiting Room” feature so all attendees and panelists may enter the meeting at one time before it begins. The Waiting Room is where you wait or listen to the meeting. Panelist will be allowed to participate in the meeting from the Waiting Room. Attendees will remain in the Waiting Room to listen or watch to the meeting.

7. Panelists and Attendees / Meeting Settings. All meetings will have panelists and/or attendees. Panelists will be the SSMID Advisory Board, certain Downtown Shareholders of Kansas City, Kansas, Inc. (SSMID administrator) staff, and certain Unified Government staff. Panelist audio and video can be activated/deactivated by each individual or the Meeting Host (a SSMID Administrator staff member coordinating the meeting). Attendees are members of the public. Attendees will be muted upon entrance and will only be allowed to comment when recognized after utilizing the raise your hand feature in Zoom.

8. Thank you for your Patience. Please understand that the Unified Government is working extremely hard to make these systems work easily and seamlessly. However, there will be glitches and issues Unified Government staff has not anticipated nor experienced while testing. We are doing everything in our power to ensure the openness and transparency of these meetings given the circumstances. This is a learning experience for everyone, and we thank you in advance for your cooperation and understanding.