Guidance for Remote Meetings

Due to COVID-19 restrictions, Pocopson Township has implemented the GoTo Meeting platform for public township meetings. GoTo Meeting supports up to 250 participants and includes audio/video and chat features from your laptop as well as dial-in connectivity from your phone. Please be sure to familiarize yourself with the collaboration technology, including your laptop audio/video setup, for a productive experience during the meetings. A few meeting etiquette pointers:

- All participants should remain on mute, to prevent background noise.

- The Township will mute all participants until public comment is open or when comment is requested for agenda topics

- You may also utilize the chat feature if you wish to ask a question

- Be sure to enter your full name (i.e., Dad or Microsoft PC User are not good attendee names) when accessing GoTo Meeting from your laptop. This enables us to quickly identify a specific participant who needs to present or respond to a topic.

- For participants calling in on phones, we just see Caller 01, Caller 02, etc. We won't know who you are until you identify yourself when you begin to speak.

- Sound quality is generally better when people call in on the phone. For people who are planning to participate in active discussions, we suggest you dial in rather than speaking through video. You can still use video, but will need to mute your computer audio to avoid echoing.

- Make sure your microphones are clear as we've had issues with poor sound quality from a few participants.

- If your internet connectivity is poor, consider turning off your webcam.

Overutilization during high demand periods can affect the technology. If you suddenly lose audio and/or video, please try logging in or calling in again. If you can't be heard when you wish to speak, please call the Township at 610-793-2151, 610-793-9390, or text to 484-947-9381.