

## **Essex County Council**

### **Instructions for the press and public to join online meetings**

#### **Essex Health and Wellbeing Board**

**Wednesday 15 July 2020 – 10:00**

This meeting will take place online using the Zoom platform. Please do not come to County Hall as no one connected with the meeting will be present.

Essex County Council is using Zoom because it is available on a wide variety of devices.

#### **Joining by laptop, smartphone or tablet:**

Before the meeting, download the Zoom software from [www.zoom.us](https://www.zoom.us) or your app store.

Join using the following link: Health and Wellbeing Board 15 July Zoom

**Password** (if requested): 5YhmfM

#### **Joining by phone**

Please dial one of the following numbers:

0203 481 5237      0203 481 5240      0203 051 2874

0203 901 7895      0131 460 1196

When prompted you will need to enter:

**Webinar ID:** 816 7691 3439

**Password:** 464558

**If you would like to ask a question at the meeting**, please email [democratic.services@essex.gov.uk](mailto:democratic.services@essex.gov.uk) by **10.30 am on Friday 10 July** setting out the question and your name and address. It may be possible for us to accept urgent questions after that date, but this cannot be guaranteed. Further information about asking questions at the Health and Wellbeing Board may be found [here](#).

Please note that you will only be allowed to speak at the meeting if you have already registered; otherwise you won't be able to be heard.

Please note - when you join the meeting using Zoom you will be shown as an 'attendee'. You will be able to see and hear members of the committee in order to follow the business being discussed; your own microphone will be automatically muted. The names of all attendees will be visible to the host of the meeting, who is usually the meeting's Chairman or a Council officer. If you have registered to address the meeting a Council officer will unmute your microphone at the appropriate point and mute it again when you have finished. If you have accessed the meeting using a device with a webcam you may be visible to members of the Board and other attendees whilst you are speaking.

If there are any confidential items being considered during the meeting, members of the press and public will need to be excluded. When the Board reaches this point on the agenda, you will be disconnected from the meeting (i.e. your access to the meeting will be turned off). The Chairman will make you aware of this before it takes place. The host will disconnect you when appropriate and a notification will appear on your screen stating that you have been disconnected from the meeting.

If at any point throughout the meeting you wish to leave, you can select 'Leave Meeting' and this will exit you from the meeting.