

**Instructions for Joining & Participating in the  
Public Neighborhood Meeting for the  
Ponderosa Ridge Phase 2  
Major Lot Development Option**

Virtual Meeting provided via Zoom Webinar

**July 29, 2020 at 6:00 PM**

**Please Register in Advance**  
**(a list of attendees must be submitted to the City):**

- Go to <https://www.aks-eng.com/ponderosa-ridge/> and follow the link to register.
- Complete the online registration form.
- You will receive a confirmation email containing a link to join the Zoom webinar at the scheduled time as well as additional instructions.
- Meeting materials will be available on <https://www.aks-eng.com/ponderosa-ridge/> two days prior to the meeting and at least 10 days after the meeting concludes.

**How to Join the Meeting:**

**Join by computer, tablet, or smartphone**

- **This is the preferred method as it allows you to see the Presenter’s materials on screen.**
- Click on the “Click Here to Join” link provided in your registration confirmation email.
- (If you registered at <https://www.aks-eng.com/ponderosa-ridge/> but did not receive a confirmation email, please check your junk/spam folder before contacting the Meeting Administrator.)
- You may be prompted to “download and run Zoom” or to install the App (ZOOM cloud meetings). Follow the prompts or bypass this process by clicking “join from your browser”.
- You should automatically be connected to the virtual neighborhood meeting.

**Join by telephone**

- Dial any of the toll-free Zoom numbers below to connect to the neighborhood meeting:

+1-669-900-6833	+1-346-248-7799
+1-929-205-6099	+1-253-215-8782
+1-301-715-8592	+1-312-626-6799

- If you experience trouble connecting, please pick another number and try again.
- After dialing in, enter this Zoom ID when prompted: **850 2330 6282**
- The Password if needed is: **6151**

**MEETING ADMINISTRATOR:**  
For technical assistance or to submit a question for the meeting:  
Email [mimid@aks-eng.com](mailto:mimid@aks-eng.com)

## During the Meeting

### **Audio Help**

- Meeting attendees will be muted throughout the presentation. This will allow everyone to hear the presentation clearly without added distractions.
- Make sure that the speakers on your device are turned on and not muted.
- If you do not have speakers on your computer, you can join by phone (using the “Join by telephone” instructions) to hear the presentation while watching the presentation on your computer monitor.

### **Questions & Answers**

Your questions are important to us. There will be time reserved during the meeting to take questions, using one of the submission options below. Our presentation team will make their best effort to answer all question(s) during the meeting.

#### **Prior to the Meeting:**

- You can Email your question(s) in advance to the Meeting Administrator.

Email [mimid@aks-eng.com](mailto:mimid@aks-eng.com)

#### **During the Meeting:**

- **Preferred Method:** Use the “Q&A” button on the bottom of the presentation screen to submit a question in real time.
- Email your question to the Meeting Administrator:

Email [mimid@aks-eng.com](mailto:mimid@aks-eng.com)

#### **After the Meeting:**

- We will continue to take questions after the meeting has ended. Please submit your question(s) to the Meeting Administrator:

Email [mimid@aks-eng.com](mailto:mimid@aks-eng.com)

- All questions received after the meeting and prior to midnight on July 29, 2020 will be answered in an email to all registered meeting participants by end of business the following day.

## Helpful Hints/Troubleshooting

**We want to start on time! Please join the meeting 5-10 minutes prior to the 6:00 PM start time to ensure successful connection.**

- You do not need a Zoom account to join the meeting.
- You will need a valid email address at the time of registration to receive the confirmation email and link to join the webinar or receive answers to any questions submitted after the meeting.
- For first-time Zoom users, we recommend downloading and installing the Zoom App well in advance, by clicking on the “Click Here to Join” link in your confirmation email.
- For technical assistance, please contact the Meeting Administrator (contact above).
- If you have difficulties connecting by computer, tablet, or smartphone, we suggest disconnecting and instead use the “Join by telephone” instructions to listen in.