

# Important Information Regarding Your Hearing

**PLEASE NOTE:** When attending the virtual Zoom meeting, please be advised that you will be placed in Zoom's waiting room prior to being admitted into the executive session discipline hearing. The wait time can vary from 5 to 60 minutes depending on the schedule. Your patience is appreciated.

If you choose not to attend, the hearing will be held in your absence, but you may submit a written statement in advance explaining the reasons for the alleged actions or failure to act and/or indicating the date compliance will or has been met. You will receive written notification of the Board's decision within fourteen (14) days of the meeting date.

## How to Access Your Video Appearance:

- Download the Zoom application to a device (i.e., PC, laptop, tablet or smartphone) that has audio and video capabilities from their website at <https://zoom.us/download>. \*Chromebooks do not fully support all Zoom features. Please join your video appearance using another device, if possible.
- When creating your Zoom account, you must use your first and last name so Management can positively identify you. If you have an existing Zoom account, you must rename your account in order to participate.
  - **Changing Your Profile Name in Zoom:**
    - PC: Sign into your Zoom account. Click Profile. Click Edit to the right of the photo field. Enter your first and last name. Select Save Changes.
    - SMARTPHONE: Open your Zoom app. Click Settings on the bottom right corner of your screen. Tap Profile on the top of your screen. Select Display Name. Enter your first and last name. Tap OK.
- To join the video conference, please visit <https://zoom.us/join>. Enter the Meeting ID and Passcode that is provided on the hearing notice.
- If you do not have internet access or are unable to join via the Zoom app, you can call into the meeting. The dial-in phone number, Meeting ID and Passcode can be found on the hearing letter.