

## December 9, 2022 Resentencing Taskforce Meeting – 8th Meeting

**Rules of the Zoom Road:** To help ensure that all who wish to speak have an opportunity to do so and that background noise is controlled, we will be using the following procedure:

- **Audio:** All participants will be muted by the host upon entry to the meeting.
  - Raise your hand in the Participant Window if you wish to speak. SPAC staff will monitor and create a queue of speakers. Each person will be unmuted in the order in which they appeared in the chat features. Presenters will be given priority to respond to questions or comments.
  - You may also type a question in the Chat Window. Questions will be read in the order in which they are received and incorporated into the speaking queue.
  - If you raise your hand and are skipped over, use the Chat Window to contact Ryan Kennedy or email [Mark.Powers@Illinois.gov](mailto:Mark.Powers@Illinois.gov).
- **Video:** Please activate your video when you are speaking. We would appreciate RTF members and invited guests leaving video on during the meeting, but feel free to turn off video when you are not speaking.
- **Call-in Participants:** RTF's Zoom meeting will have a call-in, audio-only participation for anyone to use.
  - Call-in participants will be muted throughout the meeting.
  - Call-in participants can participate by emailing comments and questions to [Mark.Powers@Illinois.gov](mailto:Mark.Powers@Illinois.gov).
  - **Call-in number is: +1 312 626 6799**
  - **Call-in Meeting ID is: 818 3364 2609**
  - **Call-in password is: 357514**
- **Time management:**
  - **Members & Participants** – Please keep your comments to 5 minutes or less. RTF staff will mute speakers after a 1-minute warning in order to give everyone an opportunity to speak.
- **Chat Window:** Please feel free to use the Chat Window to add comments and questions.
  - The RTF team will incorporate comments into the speaking queue to facilitate discussion.
  - Please note that comments via the Zoom chat, including private comments between participants, are public record as part of this open meeting.
- **Questions and speaking time:** As much as possible, the time limit for whomever is speaking will be paused if the speaker has a question for another RTF member or an invited guest.
- **Names:** Please use your full name to assist with our record keeping for attendance.

### Troubleshooting:

- **If your video freezes**, please log out and try reconnecting.
- **For additional technical assistance**, please email [John.Specker@Illinois.gov](mailto:John.Specker@Illinois.gov).
- Phone call-in to hear audio may be a successful alternative.
- We will try our best to accommodate and troubleshoot any difficulties.

**Thank you for your patience and understanding as we try to facilitate a robust discussion remotely.**