

**TOWNSHIP OF VEVAY**  
**780 Eden Road, Mason, MI 48854**

**PLEASE TAKE NOTICE** that the special meeting of the Vevay Township Board of Trustees has been scheduled on April 15, 2020 starting at 10:00 a.m. and will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 under the Governor of Michigan's Executive Orders 2020-15, and 2020-42.

Public comment will be handled by the "Raise Hand" method as instructed below within Participant Controls.

**Zoom Instructions for Participants**

To join the conference by phone: 1. On your phone, dial the teleconferencing number provided below. 2. Enter the Meeting ID number (also provided below) when prompted using your touchtone (DTMF) keypad.

**Before a videoconference:**

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided below. The details include a link to **"Join via computer"** as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

**To join the videoconference:**

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference: 1. On your phone, dial the teleconferencing number provided below. 2. Enter the Meeting ID number (also provided below) when prompted using your touchtone (DTMF) keypad.

3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

**Participant controls in the lower left corner of the Zoom screen:**

Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop Video")
- Invite other participants • View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand during Public Comment
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.

**Meeting Information:**

**Topic: Special Board of Trustees Meeting**

**Time: Apr 15, 2020 10:00 AM Eastern Time (US and Canada)**

**Join Zoom Meeting**

**<https://zoom.us/j/95629111752>**

**Meeting ID: 956 2911 1752**

**One tap mobile**

**+13126266799,,95629111752# US (Chicago)**

**+19292056099,,95629111752# US (New York)**

**Dial by your location**

**+1 312 626 6799 US (Chicago)**

**+1 929 205 6099 US (New York)**

**+1 253 215 8782 US**

**+1 301 715 8592 US**

**+1 346 248 7799 US (Houston)**

**+1 669 900 6833 US (San Jose)**

**Meeting ID: 956 2911 1752**

**Find your local number: <https://zoom.us/u/ac1rdxk6ov>**

If you have any further questions or concerns, please contact 517-676-9523 x 11 or

Email Clerk JoAnne Kean: [clerk@vevaytownship.org](mailto:clerk@vevaytownship.org)

A copy of this notice will be posted at the Township Hall, 780 Eden Road, Mason, MI 48854