

LIPA Proposal Online Public Forum Process (updated 8/26/2020)

If you wish to speak at the public forum you must pre-register and either call into the public forum and/or sign in using Zoom video conferencing software.

Individuals who do not wish to speak during the public forum do not need to register and may watch the public forum live on Optimum 18, FIOS 38 or at huntingtonny.gov/featured-programs.

HOW TO PARTICIPATE

- **POSTAL MAIL AND EMAIL:** Public comments on the LIPA proposal may be submitted for inclusion on the official record to Town Clerk Andrew P. Raia, Town Clerk, 100 Main Street, Huntington, NY 11743 or araia@huntingtonny.gov.
- **SUBMIT QUESTIONS TO BE ADDRESSED IN THE PRESENTATION:** Please submit questions using the form at huntingtonny.gov/lipa-forum by close of business on Thursday, September 3, 2020 (4:30 PM); questions will continue to be accepted after this deadline however they may be addressed at a later date.
- **SIGN UP TO SPEAK DURING THE PUBLIC FORUM:** Live public comment and questions about the terms of the proposal and other information presented at both the August 10 and September 3 public forums will be taken through the Zoom video conferencing platform; those wishing to speak during the forum may sign up using the Program Info link for the 9/3 LIPA Public Forum listing under Upcoming Events at huntingtonny.gov/featured-programs.

FURTHER INSTRUCTIONS FOR PUBLIC FORUM SPEAKERS

Upon registering, a confirmation email will be sent, containing further instructions on participating in the forum. **Only individuals speaking during the public forum should register.** Please note:

- **Speakers should follow “[Zoom Best Practices](#)” before and during the public forum.**
- **Register to speak** with your full name, address, telephone number, and email address.
- **Registered speakers will receive a confirmation email** once the registration is processed.
- **The email confirmation will contain a link to the meeting; do not share this with anyone, it is unique to you.** A phone number will be provided for those who are not using a device with video capabilities.
- **Be sure to call or sign in at 6:00 PM, with the same contact information you used while registering.** If you are kicked off of Zoom while waiting for the meeting to start, please sign in/call again.
- Registered speakers will be called on when they are next in line to speak; **speakers should be prepared to have their audio (and video if applicable) active once called on.**
- **Instructions will be provided to registrants** to submit documents or statements in case of technical issues during the meeting (email documents for the record to araia@huntingtonny.gov).

TECHNICAL SUPPORT (MONDAY-FRIDAY)

If you need assistance, email tohmeetings@huntingtonny.gov or call (631) 796-2021/(631) 796-1841 M-F.