“How To”: Town Meetings During and After COVID-19

Drive-ins and virtual meetings

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| Drive-In Town Meetings A drive-in town meeting can sound intimidating, but these tips will help smooth over the process. To start, choose a large and open location with plenty of parking such as a public works garage. Once a location is chosen, create a detailed map of the meeting area and provide this to attendees prior to the meeting. Attendees should not be allowed to leave their vehicles for the duration of the meeting however, a map of the location will allow for a less cluttered enter and exit of cars. Along with the location map, make all meeting documents available to attendees prior to the meeting and request that they are brought by the individual, if necessary. Lastly, be sure to have loudspeakers and/or megaphones available at the meeting for optimal communication. |  | Virtual Town Meetings A technique that is being used more often during these times of social distancing is holding virtual town meetings. Towns and organizations can utilize ‘Zoom’ to hold their meetings virtually. However, with this type of technology, it is important to have the proper security settings set up to prevent ‘Zoom Bombings (unwanted attendees)’. This includes using a meeting password, enabling the waiting room feature, initially disabling audio and video of attendees upon entry, and turning off screensharing for everyone but the meeting host. In addition, have attendees register prior to the meeting to receive a meeting ID to use day of meeting. Lastly, be sure to make all meeting documents available to attendees prior to the town meeting to ensure all individuals are prepared at the start of the town meeting. |