

## **Information and Guidelines for Public Hearing on Annual NJPDES Fee Report and Assessment of Fees**

Prior to entering a hearing, participants are strongly encouraged to read the following information and guidelines:

- Access to the public hearing is available on your computer or mobile device through either the Microsoft Teams application or the device's web browser.
- The web browsers that best support Microsoft Teams meetings are Internet Explorer 11, Microsoft Edge, Chrome, and Firefox.
- The hearing will begin promptly at the designated starting time.
- The hearing will be moderated by a NJDEP representative.
- Prior to entering the hearing, participants may be provided a field to enter their name. In order to achieve an accurate record of attendees to the hearing, the NJDEP is requesting that, in the provided field, participants type their full name and the organization that they represent.
- As a courtesy to other people testifying, participants will be muted until they are called upon by the NJDEP hearing officer/moderator to testify. At that time, participants will be expected to unmute their microphones to provide testimony.
- If an attendee to the public hearing would like to provide testimony, they should notify the NJDEP hearing officer/moderator of their interest by typing their name and the name of the organization that they represent in the conversation box for the Microsoft Teams virtual meeting room. When called upon for testimony, participants will be asked to re-state this information.
- The hearing will be recorded for public record. Although the online hearing allows for video testimony, it is not required. If you do not wish to submit video testimony, please turn off your video feed during the hearing.
- Any persons who are participating by phone will also be given a chance to testify.