

New Electronic Meetings Functionality on the Virginia Regulatory Town Hall Website (to be released on July 23, 2020 at 5:00 p.m.):

In General:

This new functionality will apply to all new meetings posted on the Virginia Regulatory Town Hall website (Town Hall) on or after today, July 23, 2020, at 5:00 p.m. so that it is easier to determine (1) whether a public meeting involves electronic access and, if so, (2) the instructions for how to access that meeting. In addition, after an electronic access meeting is held, you can provide a link to the electronic record of that meeting.

However, please note that past meetings that were conducted electronically or provided electronic access cannot be edited except to provide a link to the electronic record.

Specific Instructions and Screenshots:

On the meeting information page, you will now be asked to specify a “Meeting Type.” There are three options for meeting type:

“Physical” – The meeting will be held at a physical location and no electronic access is provided.

“Electronic” – The meeting is all-electronic.

“Both” – The meeting will be held at a physical location where the public may attend and there will also be electronic access to that meeting.

Depending on your response, you will be asked for additional information in the text box(es) that will appear after you make your selection.

Physical Meeting: If the meeting is a traditional meeting to be held at a physical location and no electronic access will be provided, type in the “Physical Location” text box the physical address and room number, and other location details of the meeting as you have done in the past.

Create a New Meeting

You can use a recent meeting as a template

Meeting Title
Test Meeting

Date 07/17/2020 Time 2:00 pm (ex: 6/1/2009 2:00 pm)


Meeting Type Physical Electronic Both

Physical Location

Agenda or briefing document
Browse... No file selected.

Will minutes be taken? Yes No

Purpose of the meeting



OR


Electronic Meeting: If the meeting will be all-electronic, add information about how the live meeting can be accessed via the Internet or phone. Be sure to include all the necessary details, including any passcode.

Meeting Type Physical Electronic Both

Electronic Access
(Enter a phone number, link to an online meeting or other instructions for attending remotely)

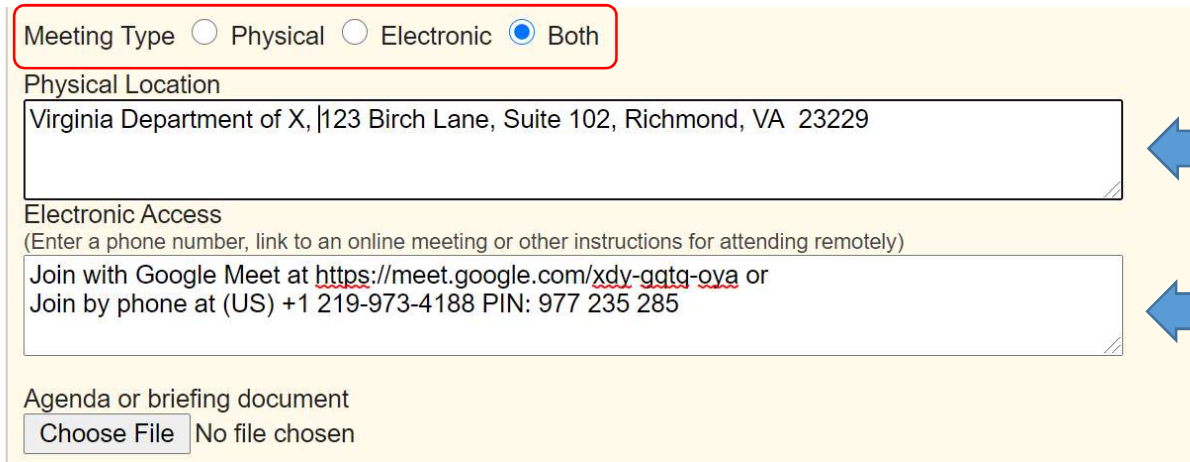
Join with Google Meet at <https://meet.google.com/xdy-gqtg-oza> or
Join by phone at (US) +1 219-973-4188 PIN: 977 235 285

Agenda or briefing document
Choose File No file chosen



OR

Meeting Type: Both: “Both” means that the meeting is going to be held at a physical location where the public may attend and also that electronic access will be provided. Therefore, you will need to include both the physical location, as well as information about how the live meeting can be accessed via the Internet or phone. Be sure to include all the necessary details, including a passcode.



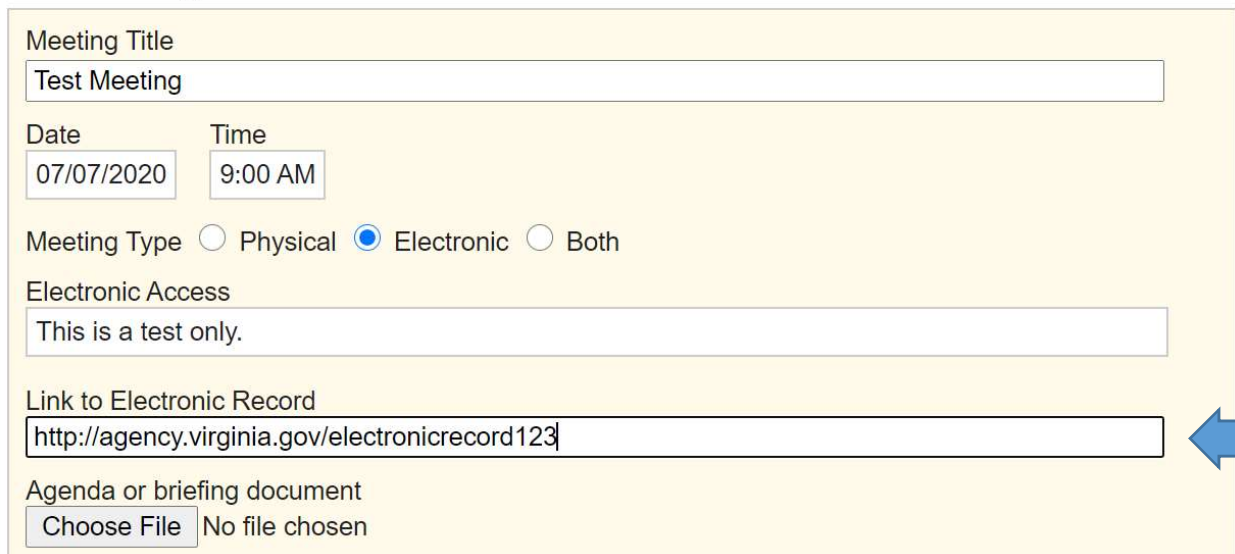
A screenshot of a meeting configuration form. At the top, the 'Meeting Type' section has three radio buttons: 'Physical', 'Electronic', and 'Both'. The 'Both' option is selected and is highlighted with a red rectangular box. Below this, there are two text input fields. The first is labeled 'Physical Location' and contains the text 'Virginia Department of X, |123 Birch Lane, Suite 102, Richmond, VA 23229'. The second is labeled 'Electronic Access' and contains the text 'Join with Google Meet at <https://meet.google.com/xdy-ggtg-oya> or Join by phone at (US) +1 219-973-4188 PIN: 977 235 285'. At the bottom, there is a section for 'Agenda or briefing document' with a 'Choose File' button and the text 'No file chosen'. Two blue arrows point from the right side of the page towards the 'Physical Location' and 'Electronic Access' text boxes.

You can edit the Meeting Type and update the physical location or electronic access information at any point up until the day of the meeting. Thereafter, you will not be able to change this selection.

Link to Electronic Record

If a meeting involves electronic access after the meeting is held you will be able to update the meeting to provide a link to the electronic record.

Edit Meeting



A screenshot of an 'Edit Meeting' form. It contains several fields: 'Meeting Title' with the value 'Test Meeting'; 'Date' with the value '07/07/2020' and 'Time' with the value '9:00 AM'; 'Meeting Type' with three radio buttons: 'Physical', 'Electronic' (selected), and 'Both'; 'Electronic Access' with the text 'This is a test only.'; 'Link to Electronic Record' with the text 'http://agency.virginia.gov/electronicrecord123'; and 'Agenda or briefing document' with a 'Choose File' button and the text 'No file chosen'. A blue arrow points from the right side of the page towards the 'Link to Electronic Record' text box.

Other Details:

All Meetings Page: On the statewide meetings information page (<https://townhall.virginia.gov/L/meetings.cfm?time=future>), it will be easy to identify which meetings involve electronic access.

REGULATORY TOWN HALL

Meetings and public hearings

Showing 284 meetings scheduled for **The Future** [Today](#) [Next Week](#) [Next 30 Days](#) [Past Week](#) [Past 30 Days](#) [Past Year](#) [Previous Years](#)

Agency:

Regulatory Board:

[Create a New Meeting](#)

Date	Time	Meeting Title	Board
Jul-07 2020 (Tue)	9:00 am	Test Meeting on Beta Site Electronic Access	Board of Audiology and Speech-Language Pathology
Jul-07 2020 (Tue)	9:00 am	Informal Conference	Board of Audiology and Speech-Language Pathology
Jul-07 2020 (Tue)	9:00 am	Special Conference Committee A	Board of Pharmacy
Jul-07 2020 (Tue)	2:00 pm	Test Meeting on Beta Site Electronic Access	Virginia Aviation Board
Jul-08 2020 (Wed)	8:30 am	Test Meeting on Beta Site Electronic Access	Board of Medicine
Jul-08 2020 (Wed)	9:00 am	Law Enforcement Curriculum Review Committee Meeting	Criminal Justice Services Board
Jul-08 2020 (Wed)	10:30 am	Training and Certification Committee Meeting	State Board of Health
Jul-13 2020 (Mon)	9:00 am	Board Meeting	Board for Barbers and Cosmetology
Jul-13 2020 (Mon)	9:00 am	Special Conference Committee A	Board of Dentistry
Jul-13 2020 (Mon)	1:00 pm	Board of Psychology - Regulatory Committee Meeting	Board of Psychology
Jul-14 2020 (Tue)	9:00 am	Board of Coal Mining Examiners	Department of Mines, Minerals and Energy
Jul-14 2020 (Tue)	10:00 am	Board of Psychology - Quarterly Board Meeting	Board of Psychology

Public notifications: The public email notification that is automatically created when you post a meeting on Town Hall (and is sent out after 5:00 p.m. on that day) will contain information about whether that meeting will have electronic access.

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New meetings have been posted: [EDIT]

Board of Audiology and Speech-Language Pathology	
Title:	Test Meeting
Time:	7/30/20 02:00 PM
Location:	123 Smith Road, Suite 102, Richmond, VA 23219
Electronic Meeting:	Join with Google Meet at https://meet.google.com/xdy-gqtq-oya or Join by phone at (US) +1 219-973-4188 PIN: 977 235 285
Contact:	Leslie L. Knachel / AudBD@dhp.virginia.gov / (804)597-4130
See the meeting on the Town Hall http://townhall-t.virginia.gov//ViewMeeting.cfm?MeetingID=31916	

Commonwealth Calendar: As many of you know, when you post a meeting on Town Hall, that meeting information is also transmitted to and posted on the state's Commonwealth Calendar (Com Cal) website (<https://commonwealthcalendar.virginia.gov/>). DPB has coordinated with the Com Cal staff to ensure that all electronic access information will be displayed on, or be accessible via the Com Cal website.

Specifically, any information that you type on Town Hall into the new "Electronic Access" box will be combined with information in the "Physical Location" text box and will appear on the Com Cal in the "Location" field in the upper right hand corner of the meeting post.

If, after the meeting, you add a link to the electronic record of the meeting, this link will be accessible under "Attachments" in the lower left hand corner of the Com Cal meeting post by clicking on Minutes.