



# COMPREHENSIVE AIRSPACE INITIATIVE FOR MOODY AIR FORCE BASE

## Virtual Hearing Process Instructions

The Moody Air Force Base (AFB) Comprehensive Airspace Initiative Environmental Impact Statement (EIS) online public hearing will be held on Thursday, **October 29, 2020**, from 5:30 p.m. to 8:00 p.m. Eastern Time, if not ended sooner by the hearing officer for lack of participation.


### To Pre-Register for the Hearing


Go online to [moodyafbairspaceeis.com/#publichearing](https://moodyafbairspaceeis.com/#publichearing) and follow the project website link to the **Event Information/Registration** page. After registering, you will receive an email confirming your registration. Follow the **Join Event** link in the confirmation email to join the public hearing. Pre-registration is not required. You can join the public hearing 15 minutes prior to the start time by visiting the event information/registration page on the EIS website. Persons wishing to attend this virtual public hearing and be added to the distribution list for the EIS are encouraged to register.

**Audio for the hearing will be provided via phone.** The hearing will include a presentation on the project and the Draft EIS. You can opt to participate in the hearing either by phone (dial-in for audio only) or by phone and web (for audio and visual) to follow along with the proceedings and the presentation. To view the project presentation, click the link, above, and follow instructions to enter the online meeting room.

### Instructions on how to attend and participate in the Hearing

#### From a Personal Computer

- To join online, click the  [Join by browser \*\*NEW!\*\*](#) link (not the Join Now button) on the Event Information/Registration page and enter the Event Password: **moodyafb**
- Once in the virtual meeting room, your unique Attendee ID and audio dial-in information (also provided in this process) will be listed on the Meeting Information screen

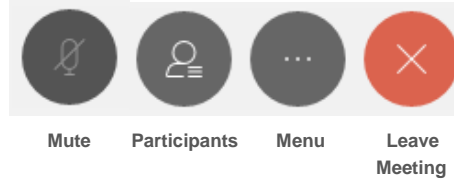
accessible by clicking meeting information icon  (circle with lowercase "i" in the center) in the top left of your screen.

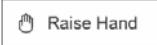

- Using your telephone, dial **844-992-4726**. When prompted enter the Meeting Number: **126 002 0391** followed by the pound sign (#). This will be necessary for you to hear the proceedings and make a comment.
- When you enter the virtual meeting room, you will see the following Toolbar at the bottom of your screen.

For more information visit [moodyafbairspaceeis.com](https://moodyafbairspaceeis.com)








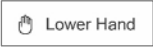
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- When the public hearing enters the comment session, you can virtually raise your hand to enter the comment queue by clicking the **menu icon** (circle with three dots) then the **raise hand icon** 
- After providing your public comment, please lower your hand and leave the comment queue by clicking the **menu icon** then the lower hand icon 

## From a Smartphone or Tablet



- **Install the App** (picture of the icon to the right): **Webex Meetings for Android** or **Webex Meetings for iOS**
- Launch the Webex Meetings Application and click 
- When prompted enter the Meeting Number: **126 002 0391**, **your name** and **email address**, then click **JOIN**
- You will be redirected to the meeting registration page, enter your **email address** then click 
- Enter the required first name, last name and optional information, then click 
- When prompted to “Open this page in Webex meet” click **Open**
- When the Webex Meetings Application opens, click **JOIN**
- When the public hearing enters the comment session, you can virtually raise your hand to enter the commenter queue.
- To virtually raise your hand, click the  **participant icon** (stick person with three lines) at the top right of your screen. When the participant list opens, at the bottom of the screen you will be able to click on the  **raise hand icon**.
- After providing a public comment, please lower your hand and leave the comment queue by clicking the  **lower hand icon** at the bottom of your screen.



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## From a Telephone Only

- You are not required to attend the online presentation of the public hearing, nor are you required to provide a public comment.
- The virtual meeting room will open 15 minutes prior to the start of the public hearing, using a telephone dial **844-992-4726**, when prompted enter the Meeting Number: **126 002 0391**, then press pound (**#**).
- When prompted for an Attendee ID, press **#**.
- When the public hearing enters the comment session, you can virtually raise your hand to enter the comment queue by pressing **star (\*) 3** on your telephone keypad.
- After providing your public comment, you can dial **\*3** on the phone keypad to leave the comment queue and virtually lower your hand.



## **To Make a Comment during the Hearing**

Following the Air Force presentation on the project and the Draft EIS, attendees who have registered into the comment queue will be given the opportunity to make a comment during the comment portion of the Hearing, which will begin at approximately 6:00 p.m. Eastern Time.

When it is time to make your comment, you will hear two beeps and you will be unmuted.

- Clearly state and spell your name and affiliation, if any.
- Comments will be limited to three minutes.
- You will be given a notice when you have only 30 seconds remaining.
- Please remember to virtually lower your hand. This will remove you from the commenter queue.

If you wish to submit visual aids to support your oral comment, please see guidelines and instructions at [moodyafbairspaceeis.com/#publichearing](https://moodyafbairspaceeis.com/#publichearing).

## **To View the Online Hearing Presentation (visual only)**

Go to or enter [moodyafbairspaceeis.com/#publichearing](https://moodyafbairspaceeis.com/#publichearing) in your smartphone, personal computer, or tablet internet browser, then click on the Webex link.

The online portion of the hearing will only provide visual content, all online participants must also dial **844-992-4726**, enter the Meeting Number: **126 002 0391**, then press **#** to hear the presentation and optionally provide a public comment.

Note: The Cisco Webex Meetings application is available for free download at the Apple Store or Google Play. According to Webex, you will get the best experience using Firefox or Chrome as your web browser. Once joined, you will be able to view all of the materials.



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## To Request Special Accommodations

Contact **Moody AFB** by calling **(229) 257-2396** or by email at [23wg.pa@us.af.mil](mailto:23wg.pa@us.af.mil) with any questions you may have about this Hearing. Use this contact information to also request assistance with translation or teleprinter or typewriter (TTY) accommodations for the hearing impaired by October 26, 2020.

## For Technical Assistance

Call **Webex Technical Support** by calling **1-866-779-3239** if you experience any online technical difficulties with the Webex system during the public hearing.

## To Submit a Written Comment

**Online:** [moodyafbairspaceeis.com/#publichearing](http://moodyafbairspaceeis.com/#publichearing) and click **Submit Comments Online**

**Email:** [23wg.pa@us.af.mil](mailto:23wg.pa@us.af.mil)

**Mail:** *If using USPS:*

AFCEC/CZN; Attn: Moody AFB Comprehensive Airspace Initiative,  
2261 Hughes Avenue, Suite 155  
JBSA Lackland, TX 78236-9853

*If using FedEx/UPS:*

AFCEC/CZN; Attn: Moody AFB Comprehensive Airspace Initiative,  
3515 S General McMullen  
San Antonio, TX 78226-9853

## Comments are requested by November 24, 2020

Following the close of the public comment period, the Air Force will address public comments and prepare a Comment Response Document, and will respond to written requests for clarification on the project and the EIS. All public comments received during the public comment period will be included as part of the Final EIS for the Comprehensive Airspace Initiative at Moody AFB.