

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

MEMORANDUM

To: Central Virginia Transportation Authority (CVTA) Virtual Meeting Attendees
From: Chet Parsons, RRTPO Secretary
Date: August 25, 2020
Subj: Inaugural Meeting of the CVTA, August 27, 2020

We look forward to your virtual participation on August 27, 2020 for the inaugural meeting of the Central Virginia Transportation Authority. This email includes a few reminders and other helpful information for those planning to attend the meeting via the virtual platform. You are receiving this message because we have registered you as a virtual attendee in our records. If this is in error, please let us know immediately so we can make the appropriate accommodations for your in-person attendance.

While the meeting will begin promptly at 11 am, the meeting room will be available beginning at 9:30 am. Those attending in person are encouraged to arrive early to give ample time for parking, registration, and a brief health/safety screening. The virtual platform will initiate by 10:50 am. The agenda includes a 30-minute lunch recess at approximately 12 noon. During the recess, the virtual platform will continue but sound and video will be cut. We will resume the feed at 12:25 pm.

We ask that virtual attendees mute their lines for the duration of the meeting. If anyone wishes to address the Authority, they may do so at the appropriate time. You may indicate your request to be called on by using the chat function in the platform or waving your hand until the moderator acknowledges you. Attendees participating by phone only may request attention by unmuting briefly and respectfully asking for acknowledgement. Staff will be monitoring the chat function throughout the platform as well as the general email inbox: rrtpoinput@PlanRVA.org in case anyone wishes to communicate. We will make every attempt to address any and all input in a timely manner.

Anyone requiring special accommodations should contact Nicole Mueller by email: nmueller@PlanRVA.org or 804-323-2033 with requests. We will attempt to provide any reasonable accommodations requested with at least 48 hours' notice.