Mahalo for joining us at today's Tobacco Prevention and Control Advisory Board Meeting …. to ensure that our virtual meeting proceeds smoothly we have a few guidelines for our guests:

- Plan on joining the meeting a few minutes before start time to ensure that your audio and visual connection can be established.

- Upon joining the meeting you will be admitted to a virtual waiting room. The host will welcome you into the meeting as soon as possible.

- This meeting will be recorded and will be available for the public to access upon request until the minutes of the meeting are posted to our website.

- A quorum of Board Members are required to be visible on camera and audible at all times. Members of the public are asked to remain off camera other than when speaking during introductions or the "Public Comment" portion of the agenda.

- You will be given an opportunity at the start of the meeting to introduce yourself if you choose. After that time we respectfully ask that you remain on mute and turn off your camera until the "Public Comment" portion of the agenda.

- Refrain from using the chat box other than to communicate your needs to the host or when directed.

- Should our remote connection be lost during the meeting:
  1) We will do our best to reestablish connectivity within 5 minutes. Please try logging back in after 5 minutes.
  2) If connection has not been restored after 5 minutes, the meeting will be terminated and rescheduled.