

Information Regarding DBR Virtual Liquor License Hearings

This a temporary measure, ONLY applicable during the COVID-19 pandemic; and only for hearings on applications for new DBR-issued liquor licenses.

When DBR determines (in its sole discretion) to conduct a hearing on a new DBR-issued license virtually via Zoom, the following information will apply.

The information to access the hearing online or via telephone will be posted for each scheduled hearing on the Department's website here:

<https://dbr.ri.gov/divisions/commlicensing/liquor/hearings.php>

At the hearing, the Applicant will be required to make a presentation to show that their application should be granted. Specifically, the Applicant will address the completeness of the submitted application (including the criminal background check and zoning and fire approval), compliance with the abutter and newspaper notice requirements, obtaining the federal basic permit, compliance with the prohibitions against ownership between tiers, and any other relevant issues.

The hearings are open to the public. Following the Applicant's presentation, the Hearing Officer will hear comments from the public. The Hearing Officer will determine the appropriate level of participation per the applicable procedural rules.

Abutters and members of the public may submit comments on the application in writing within ten (10) days of the hearing date noted above. Anyone planning on appearing at the virtual hearing with documents or visuals to present must submit them in advance of the hearing; otherwise, they may be submitted after the hearing.

The Applicant will be required to respond to any abutter or public comments presented at the hearing or in writing thereafter.

To make a written submission of comments or to submit advance exhibits, please e-mail leeann.desilets@dbr.ri.gov (preferred method), or mail to:

Lee-Ann Desilets
Department of Business Regulation
1511 Pontiac Avenue, Bldg 69-1
Cranston, RI 02920

On the next page, you will find helpful information about the Zoom platform.

If you have questions about this process, please e-mail leeann.desilets@dbr.ri.gov (preferred method) or call (401) 462-9544.

What is Zoom?

Zoom is a cloud-based video communications application (app) for virtual video and audio conferencing to allow multiple users to engage in virtual group setting. The platform is compatible with a wide range of computer and smartphone systems and provides a dial-in option for those without access to a computer or smartphone. It is recognized as a choice platform by the federal and other state governments.

You can watch free tutorial about Zoom here: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Zoom Meeting Participation Requirements, Expectations, and Decorum

- Each time before speaking, attendees taking part in the meeting should identify themselves and state their name, and (if applicable) what client or organization they represent or are affiliated with.
- Meeting attendees are expected to adhere to standard, professional meeting decorum when interacting online or by conference phone; and use language respectful of all participants.
- Please don't wait until meeting time to learn how to use Zoom. We can't assist you during the meeting with technical issues, so give yourself a head start, and practice with a friend.
- We are doing our best continue to allow meaningful public participation in this new virtual setting. Please keep in mind this is new to us and we will work to make adjustments as we navigate this new meeting environment. We appreciate your patience and understanding during this unprecedented global pandemic circumstance.

Zoom Video Meeting Tips

- Try to have your camera (whether you are using a phone, tablet, laptop or desktop) fairly level with your head. Try to frame your entire upper body in the picture, not just your head. Make sure room lights are on, but not shining at the camera.
- Consider your surroundings and background before entering the meeting. All participants will see everything in camera range.
- Remember that the video and audio is being recorded.
- Mute your microphone if you won't be speaking for a while to minimize background noise. Typing is especially loud and distracting. Remember to unmute before you speak. Holding down the space bar temporarily unmutes you.

Joining Zoom Meeting for the first time from your Computer or Smartphone

1. Click on the link provided on the website. The link will direct you to a webpage.
2. Zoom is easiest to use if you download the program to your computer or smartphone in advance of the meeting. For computer, go to: https://zoom.us/download#client_4meeting and download the first one called "Zoom Client for Meetings." For smartphone, find Zoom in the app store.
3. Grant Zoom permissions to use your camera and microphone in order to join the meeting. You want to use computer audio if its available.

Joining Zoom Meeting by Dialing-In on a Phone

When do I need to call in instead of joining on my computer? IF:

- You do not have a microphone or speaker on your PC/Mac (this would include most desktop computers in DBR offices),
- You do not have a smartphone (iOS or Android),
- You cannot connect to a network for video and VoIP (computer audio), or
- You cannot figure out how to connect from your computer.
- The following commands can be entered via DTMF tones using your phone's dial pad while in a Zoom meeting:
 - *6 - Toggle mute/unmute
 - *9 - Raise hand