

### **Instructions for Public Comment**

#### **To make public comment via Zoom:**

1. Click the Zoom link for the meeting you wish to make public comment.
2. Meeting information and link can be found at: <https://www.sandiego.gov/arts-culture/meetings>.
3. Enter an email address and your name. Your name will be visible online when it is your time to speak.
4. When the Chair calls for the item on which you wish to speak, click on "raise hand."
5. When prompted, please state your name for the record and provide your public comment.
6. You will have the allotted time given by the Chair to provide your comments. Once your time has ended, you will be moved out of the queue and your microphone will be muted.
7. Participants who wish to speak on other items on the Agenda or for other comment periods please click "raise hand" as above.

#### **To make public comment by phone:**

1. Call the Zoom phone number and enter the webinar ID for the meeting you wish to make public comment.
2. Meeting information and phone number can be found at: <https://www.sandiego.gov/arts-culture/meetings>
3. When the Chair calls for the item on which you wish to speak on, press \*9 to raise a hand and \*6 to unmute. Speakers will be called on by the last four digits of their phone number. Phone numbers in their entirety will be visible online while speakers are speaking.
4. When prompted, please state your name for the record and provide your public comment.
8. You will have the allotted time given by the Chair to provide your comments. Once your time has ended, you will be moved out of the queue and your phone will be muted.
9. Participants who wish to speak on other items on the Agenda or for other comment periods please press \*9 as above.

**We appreciate your patience as we aim to provide the best possible access during this public health emergency.**

**Best Practices**

- Call from a quiet location
- Speak slowly and clearly
- Mute any televisions, web streams, or radios around you
- Do not use speaker phone
- Ensure you are calling from a stable line with adequate service
- Do not use profanity or hate language

**Video Tutorials:**

- [How to join and participate in a Zoom webinar](#)
- [How to raise your hand in a Zoom webinar](#)