

INSTRUCTION FOR PUBLIC COMMENT

Join the Zoom webinar through your laptop or smartphone using the Zoom Webinar Link on each Committee Agenda. Raise your hand during a comment period using the “Raise Your Hand” button.

Wait for the Liaison to introduce the item you wish to speak on and open the Public.

If by phone, then call in by following the steps below:

1. **DIAL 619-254-5252**
2. Enter the Webinar Code for the Committee meeting listed on the Committee Agenda.
3. You will be able to hear the proceedings through the phone line and WAIT for your turn to speak.
4. You will hear a prompt when it is your turn to speak. Please unmute yourself using *6.

THIS IS YOUR OPPORTUNITY TO PROVIDE YOUR PUBLIC COMMENT

(This is not a question-and-answer period, this is your time to provide a statement.)

5. When prompted by the Consultant, please state your name for the record and what item your comment is for.
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 the call will be ended.
7. Participants who wish to speak on other items on the Agenda or for other comment periods please call back when the Consultant introduces those items or comment periods to be placed back in the queue.
8. **Please monitor the meeting via City TV OR ONLINE and not through the phone line.**

We appreciate your patience as we aim to provide the best possible access while balancing both in-person attendance and the virtual platform.

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
- Please do not use profanity or hate language

WATCH:

- via [web stream](#) from your laptop or mobile device
- via CityTV – Channel 24 (Cox/Time Warner) Channel 99 (AT&T)