



# Hearing Officer Meeting

Provide **LIVE** comments by phone.

## Sign up to speak

- Visit the [Hearing Officer Web Page](#)
- Sign up to speak by clicking on the [webform](#) and fill out the online form. Under Comments section identify that you'd like to sign up to speak at the meeting.

## Get confirmation email

- You will get a confirmation email with instructions
- Make note of the meeting ID number. You'll need this when you call in

## Call in to Hearing Officer meeting

- Find a quiet spot with good reception
- Call the number provided no later than five minutes before the meeting starts
- You'll be placed on mute but can listen to the meeting by phone

## Wait for your item

- Monitor the meeting by phone or via City's [YouTube](#) Public Hearing channel.
- Listen for your item to be announced
- Speakers are typically called following the staff's presentation

## Provide your comments

- When it's your turn to speak, the Hearing Officer will call out the last four digits of your phone number
- Please mute your TV or web stream
- You may then unmute your phone by pressing \*6

- Proceed with introducing yourself and making your comments
- You will have three minutes unless otherwise stated. The Hearing Officer will let you know when your time is up
- When you're done you may hang up or continue listening to the meeting