Rent Board Commission
Remote Meeting Access Information

View the Meeting: https://bit.ly/2Y6lVZq

Public Comment Call-In: (408) 418-9388 / Access Code 146 516 1816

Information Regarding Providing Public Comment

1) **DIAL** the Toll-Free Number listed for the meeting: *(408) 418-9388.*

2) Enter the **Access Code: 146 516 1816** then ‘#’.

3) **Press # again** to join the meeting as a participant.

4) You will hear a beep when you join the meeting as a participant. **Stop and LISTEN.**

5) Wait for Public Comment to be announced.

6) When the Board President or Board Secretary calls Public Comment, dial ‘*’ then ‘3’ to be added to the speaker line.

7) You will then hear “**You have raised your hand to ask a question, please wait to speak until the host calls on you.**” Callers will hear silence when waiting for their turn to speak.

8) Ensure you are in a quiet location. Before you speak, mute the sound of any equipment around you, including televisions, radios, and computers. It is especially important that you **mute your computer** (if you are watching via the web link) so there is no echo sound when you speak.

9) To withdraw your question, press ‘*’ then ‘3’. – you will hear: “**You have lowered your hand.**”

10) When the system message says “*Your line has been unmuted*” - **THIS IS YOUR TIME TO SPEAK.**

11) When the Board President or Board Secretary states “Next Caller,” you are encouraged to state your name clearly. As soon as you speak, you will have 3 minutes to provide your comments.

12) Once your 3 minutes have expired, you will be moved out of the speaker line and back as a participant in the meeting (unless you disconnect). You will hear “**Your line has been muted.**”

13) Participants who wish to speak on other public comment periods can stay on the meeting line and listen for the next public comment opportunity.