

Rent Board Commission Remote Meeting Access Information

View the Meeting: <https://bit.ly/2DVddrs>

Public Comment Call-In: (408) 418-9388 / Access Code 146 487 9942

Information Regarding Providing Public Comment

- 1) **DIAL** the Toll-Free Number listed for the meeting: **(408) 418-9388**.
- 2) Enter the **Access Code: 146 487 9942** then '#'.
- 3) **Press # again** to join the meeting as an attendee.
- 4) You will hear a beep when you join the meeting as a participant. **Stop** and **LISTEN**. You will hear the meeting through the line as you wait.
- 5) When Public Comment is announced and opened, dial '*' then '3' to be added to the speaker line.
- 6) You will then hear *"You have raised your hand to ask a question, please wait to speak until the host calls on you."* You will hear silence while you wait for your turn to speak.
- 7) 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.
- 8) When the system message says *"Your line has been unmuted"* - **THIS IS YOUR TIME TO SPEAK.**
- 9) When the 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 (6 minutes if you are on the line with an interpreter).
- 10) To withdraw your question, dial '*' then '3'. – you will hear: *"You have lowered your hand."*
- 11) Once your 3 minutes have expired, your line will be muted. You will hear *"Your line has been muted."*
- 12) If you who wish to speak on other public comment periods, you may stay on the line and listen for the next public comment opportunity, or hang up to disconnect.