Rent Board Commission
Remote Meeting Access Information


Public Comment Call-In: (415) 655-0001 / Access Code 146 874 9294

Information Regarding Providing Public Comment

1) **DIAL** the Toll-Free Number listed for the meeting: (415) 655-0001.

2) Enter the **Access Code: 146 874 9294** 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 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.

10/7/20