

## Rent Board Commission Remote Meeting Access Information

**View the Meeting:** <https://bit.ly/31TYJIT>

**Public Comment Call-In: (408) 418-9388 / Access Code 146 034 6768**

### Information Regarding Providing Public Comment

- 1) **DIAL** the Toll-Free Number listed for the meeting: **(408) 418-9388**.
- 2) Enter the **Access Code: 146 034 6768** 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**.
- 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) When the system message says *“Your line has been unmuted”* - **THIS IS YOUR TIME TO SPEAK.**
- 10) 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.
- 11) To withdraw your question, press ‘\*’ then ‘3’. – you will hear: *“You have lowered your hand.”*
- 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.