Rent Board Commission
Remote Meeting Access Information

View the Meeting: https://bit.ly/31TYJlT

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.

7/13/20