



## Rent Board Commission Remote Meeting Access Information

**View the Meeting:** <https://bit.ly/35Chwle>

NOTE: The meeting is best viewed using Google Chrome or Firefox. Depending on your broadband/WiFi connection, there may be a 30-second to 4-minute delay (or longer) when viewing the meeting live.

**Public Comment Call-In: (888) 363-4734 / Access Code 1830039**

### Information Regarding Providing Public Comment

- 1) **DIAL** the Toll-Free Number listed for the meeting.
- 2) Enter the **Access Code** then press '#'.
- 3) **Press # again** to join the meeting as a participant.
- 4) When you hear that '**you are connected to the meeting as a participant**', **stop** and **LISTEN**.
- 5) **Dial '1' then '0'** to be added to the public comment queue. Do NOT dial any other prompts.
- 6) When public comment is opened for an item, the phone system auto-prompt will indicate callers are entering "Question and Answer" mode.
- 7) Ensure you are in a quiet location.
- 8) 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** so there is no echo sound when you speak.
- 9) Callers will hear silence when waiting for their turn 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) Once your 3 minutes have ended, you will go back into listening mode as a participant in the meeting (unless you disconnect).
- 12) Participants who wish to speak on other items for other comment periods may stay on the meeting line and listen for the Board President or Board Secretary's next prompt.

5/12/20

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