

Rent Board Commission
Remote Meeting Access Information

View the Meeting: <https://bit.ly/3lnxXfh>

Public Comment Call-In: (415) 655-0001 / Access Code: 146 242 5389

Information Regarding Providing Public Comment

- 1) **DIAL** the Toll-Free Number listed for the meeting: **(415) 655-0001**.
- 2) Enter the **Access Code: 146 242 5389** then press '#
- 3) **Press # again** to join the meeting as a participant.
- 4) You will hear a beep when you join the meeting. **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 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 invites you to speak, you are encouraged to state your name clearly. 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 ended, your line will be 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.