

# San Francisco Arts Commission

## Remote Meeting Access Information

**View the Meeting:** <https://bit.ly/SFAC912>; **Meeting Password:** SFAC912 (7322912 from phones)

### Public Comment by WebEx:

1. Once you have joined the meeting, navigate to the Participant button in the menu bar. Click on the Participant button in the lower right side to open the participant window.
2. When Public Comment is called, hover over your name in the attendee list and click on the hand icon to raise your hand. You will be put into the queue. You may also find the hand icon on the menu bar at the bottom of your screen.
3. When it is your turn, a pop-up window will ask for permission to unmute. You must click "unmute me" to unmute yourself.
4. When your time is up, you will be muted.
5. You may click on the hand icon to lower your hand.
6. Participants who wish to speak on other public comment periods can stay in the meeting and listen for the next public comment opportunity.

**Note:** If you click on the link before the meeting begins, you may need to refresh the page to join the meeting.

### Public Comment by Phone:

1. **DIAL** the Toll-Free Number listed for the meeting: **415-655-0001**. Enter the **Access Code: 2491 154 8824** and press '#' then enter the **Numeric Meeting Passcode: 7322912** followed by '#' to join the meeting as an attendee.
2. You will hear a beep when you join the meeting. Stop and **LISTEN**. Wait for Public Comment to be announced (by Item # or for General Public Comment).
3. When Public Comment is called, **dial '\* then '3'** to be added to the speaker line.
4. 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.
5. When the system message says "You're being asked to unmute yourself. To unmute press \*6" - You're unmuted. **THIS IS YOUR TIME TO SPEAK**. As soon as you speak, you will have 3 minutes to provide your comments.
6. To withdraw your question, press '\*' then '3'.' – you will hear: *"You have lowered your hand."*
7. Once your 3 minutes have expired, your phone line will be muted.
8. Participants who wish to speak on other public comment periods can stay on the meeting line and listen for the next public comment opportunity.

### Best Practices:

- Ensure you are in a quiet location.
- Speak slowly and clearly
- Mute the sound of any equipment around you, including televisions, radios, and computers.