

# San Francisco Arts Commission

## Remote Meeting Access Information

**View the Meeting:** <https://bit.ly/SFAC306>;

### 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 at the bottom of the screen on the right hand side to open the participant window.
2. If you click on the participant panel you may also find the hand icon on the side panel on the right side of your name.
3. When Public Comment opportunity is announced, hover over your name in the attendee list and click on the hand icon to raise your hand.
4. The hand icon will change colors, this indicates that your hand is raised, now you are put into the public comment queue.
5. When it is your time to speak, you will be un-muted by the moderator
6. When your time is up, you will be muted.
7. You may click on the hand icon to lower your hand.
8. 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**. You will hear, welcome to webex.
2. Enter the **Access Code: 2598 263 9438** , then press '#' twice. You will hear a voice prompt, "you are muted."
3. 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).
4. Press \*3 to be added to the speaker line.
5. You will be unmuted when it is your turn to speak. **THIS IS YOUR TIME TO SPEAK**. As soon as you speak, you will have 3 minutes to provide your comments.
6. Once your 3 minutes have expired, your phone line will be muted.
7. 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.