

# San Francisco Arts Commission

## Remote Meeting Access Information

**View the Meeting:** <https://bit.ly/CDR0821>

1. On the **bottom** right side, **click** on the "Close Participant" button.
2. A panel will pop up on the right side of the screen.
3. Under the Panelist List, you will see the Attendee List, then click on "View All."
4. Hover over your name in the Attendee List.
5. Then click on the hand icon to raise your hand.
6. Once your hand is raised, you will be placed in the queue for public comment.
7. Then you will hear a "beep" sound when the host unmute you.
8. A caption stating, "The host has unmuted you," will also be displayed at the bottom center of your video screen.
9. Then you will be prompted to speak. **THIS IS YOUR TIME TO SPEAK.**
10. After 3 minutes of speaking time elapsed, you will be muted.
11. Please click on the hand icon to "lower hand."
12. Participants who wish to speak during other public comment periods may stay on the line and listen for the following 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: 2662 438 6650** 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.