

# Providing Public Comment - Instructions

## WebEx

- 1) **DIAL** the Toll-Free Number listed for the meeting (front page of Agenda).
- 2) Enter the **Access Code** (front page of Agenda) then press #.
- 3) **Press # again** to join the meeting as a participant. You will hear a **beep** when you have entered the meeting.
- 4) When you hear the **beep**:
  - a. Stop and **LISTEN**
  - b. Wait for Public Comment to be announced  
(by Item Number or for General Public Comment)
- 5) When the Chair or Host calls Public Comment, **dial \* 3** to be added to the speaker line.
- 6) When you dial \* 3, you will hear *'You have raised your hand to ask a question. Please wait to speak until the host calls on you.'* - **WAIT for your turn to speak.**
- 7) When you hear *'Your line has been unmuted.'* - **THIS IS YOUR OPPORTUNITY TO PROVIDE YOUR PUBLIC COMMENT**
- 8) Once your time to speak has ended, you will be moved out of the speaker line and back listening as a participant in the meeting (unless you disconnect).
- 9) Participants who wish to speak on other items on the Agenda or for other comment periods may stay on the meeting line and listen for the host's next prompt.

### **BEST PRACTICES**

- Call from a Quiet location
- Speak slowly and clearly
- Turn down any televisions or radios around you