

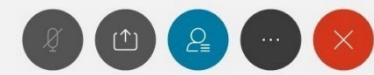
# San Francisco Arts Commission

## REMOTE MEETING ACCESS INFORMATION

**Join the Meeting:** : <https://bit.ly/3ibfCiE> Password: CDR0321

### Public Comment by WebEx:

1. Once you have joined the meeting, navigate to the Participant button in the menu bar. Click on the Participant Icon to open the participant window. The icon should be blue:



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 placed in the queue.
3. When it is your turn, you will hear a beep and you will be prompted to speak.
4. You will have 3 minutes to provide your comments. When your time is up, you will be muted.
5. Participants who wish to speak on other items on the agenda may 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: 2493 555 7937** then press **#** twice 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, **press '\* 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. To withdraw your question, press **'\* then '3.'** – you will hear: *"You have lowered your hand."*
6. When the system message says *"Your line has been unmuted"* **THIS IS YOUR TIME TO SPEAK**. You will have 3 minutes to provide your comments.
7. Once your 3 minutes have expired, your phone line will be muted.
8. Participants who wish to speak on other items on the agenda may 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 all devices around you, including televisions, radios, and computers, so that there is no echo when you speak.