

San Francisco Arts Commission

Remote Meeting Access Information

View the Meeting: <https://bit.ly/2XUVDLT> ; **Meeting Password:** SFACVAC

Information Regarding Providing Public Comment:

1. **DIAL** the Toll-Free Number listed for the meeting: **408-418-9388**.
2. Enter the **Access Code: 146 277 3190** then '#’.
3. **Press # again** to join the meeting as a participant.
4. You will hear a beep when you join the meeting. Stop and **LISTEN**.
5. Wait for Public Comment to be announced (by Item # or for General Public Comment).
6. When the Commissioner or moderator calls for Public Comment, **dial ‘*’ then ‘3’** to be added to the speaker line.
7. 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.
8. Ensure you are in a quiet location. Before you speak, mute the sound of any equipment around you, including televisions, radios, and computers. It is especially important that you **mute your computer** (if you are watching via the web link) so there is no echo sound when you speak.
9. To withdraw your question, press ‘*’ then ‘3.’ – you will hear: *“You have lowered your hand.”*
10. When the system message says *“Your line has been unmuted”* - **THIS IS YOUR TIME TO SPEAK**.
11. When the Commissioner or moderator states “Next Caller,” you are encouraged to state your name clearly. As soon as you speak, you will have 3 minutes to provide your comments.
12. Once your 3 minutes have expired, you will be moved out of the speaker line and back as a participant in the meeting (unless you disconnect). You will hear *“Your line has been muted.”*
13. Participants who wish to speak on other public comment periods can stay on the meeting line and listen for the next public comment opportunity.