

# San Francisco Arts Commission



## Remote Meeting Access Information

**View the Meeting:** <https://bit.ly/SFACExec9-17>; **Meeting Password:** SFACExec17

### 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, click on the hand icon in the lower right to raise your hand to speak. You will be put into the queue.  
3. When it is your turn, you will hear a beep and you will be prompted to speak.
4. When your time is up, you will be muted.
5. You may click on the hand icon to lower your hand.
6. 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: **408-418-9388**. Enter the **Access Code: 146 607 5627** 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, **dial ‘\*’ 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**. As soon as you 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 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.