

San Francisco Arts Commission

Remote Meeting Access Information

Due to the COVID-19 health emergency - and to protect our commissioners, staff, and members of the public – our public meeting rooms are closed. **Members of the public are encouraged to participate in commission meetings remotely.** Please see below for each meeting’s participation/call-in instructions.

Commissioners will be attending meetings remotely through videoconferencing (and by telephone if the video infrastructure fails).

How to Join Public Meetings:

You may join the meeting from a desktop computer, mobile device or telephone. You can learn about WebEx System Requirements for WebEx Events [here](#).

Video Conferencing Instructions:

To attend a public meeting using the WebEx application link, you will find the link and password to the meeting at the top of the agenda. Note: meeting links and passwords are unique to each meeting.

You will then be prompted to enter the following information:

- First and Last Name: These fields are required to be entered; however, if you wish to remain anonymous, you may type “Public” in the first and last name fields.
- Email Address: This field is required to be entered; however, if you wish to remain anonymous, you may type “Public@public.com” in the email field

Click the “Join Now” button to join the meeting. *Note: If you click on the link before the meeting begins, you may need to refresh the page to join the meeting.*

Audio Conferencing Instructions:

To attend a meeting via phone, call: 1-415-655-0001. Enter the unique access code and numeric passcode associated with the meeting. You can find these unique codes in the agenda of the meeting.

Public Comment Opportunities:

Written Comment:

Members of the public are encouraged to submit their comments before the meeting. The deadline to submit written public comments is included in each agenda with contact information. All comments received by the deadline will be read aloud by Arts Commission staff for up to the three minutes maximum allotted time. In the subject line of your email, indicate the meeting date and item number. If you do not specify an agenda item number, your emailed public comment will be read under general public comment. Note: if your public comment statement is read aloud by Arts Commission staff during an agenda item, this will count as your one opportunity for public comment on that specific item. You will not be able to raise your hand to make additional public

comment on the same item if your statement has already been read aloud. This practice ensures each member of the public has the same amount of time to provide public comment.

Oral Comment:

Public comment in regard to specific agenda items will be taken before or during consideration of the item. During General Public Comment, members of the public may address the Commission on matters within the Commission's jurisdiction and not otherwise on this agenda. Each speaker may speak for up to three minutes per agenda item, unless the Chair has announced a different length of time at the beginning of the meeting. Speakers may not transfer their time to another person. Any person speaking during a public comment period may supply a written summary of their comments to be included in the minutes if it is 150 words or less. Staff will ask for real-time public comment before reading emailed comments to ensure all members of the public have an opportunity to comment in real time.

How to Participate During a Meeting:

You may find the meeting's unique link and password in the agenda of the meeting.

Public Comment by WebEx:

1. Once you have joined the meeting, navigate to the Participant button in the menu bar. Click on the Participant button in the lower right side to open the participant window.
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 put into the queue. You may also find the hand icon on the menu bar at the bottom of your screen.
3. When it is your turn, a pop-up window will ask for permission to unmute. You must click "unmute me" to unmute yourself.
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: **415-655-0001**. Enter the **Access Code** and Press **#** then enter the **Numeric Passcode** and Press **#** 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 *3** to be added to the speaker queue. Note: press *3 only once as pressing it multiple times will lower your hand and remove you from the queue.

4. You will 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. When the system message says “You're being asked to unmute yourself. To unmute press *6” - You're unmuted. **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. If you wish to withdraw your question, **press *3** and you will hear “*You have lowered your hand.*”
8. Participants who wish to speak during 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.