Virtual Public Meetings Details and Instructions for Participating

There are two systems in place to transmit virtual public meetings, phone for audio and the Teams Live program, easily accessed via a link, for the visual. For the Zoning Administrator meeting there are no visual presentations, although the visual input may help you track the progress of the meeting. The Planning Commission does depend on visual presentations and will require access to Teams Live for you to view those. In most cases people will choose to participate using both tools. There is a delay between the phone and Teams Live visual, so you will want to turn down the sound on the device that is running Teams Live.

To make oral comments you must join the meeting by phone.

To join the Meeting by phone:

- Dial (831) 454-2222
- Enter Participant Code: 790751 followed by #

To join the Meeting using Teams Live:

The link is located on our homepage: http://sccoplanning.com/

- click "Watch on Web Instead"
- When prompted to Sign In, click 'Join Anonymously' to continue.

When Participating in the Meeting:

- During the public hearing portion of the meeting, to request to speak, you must virtually 'Raise Your Hand' by **dialing *41.**
- If you no longer have a comment or questions, you can Lower Your Hand by **dialing *42.**
- As in a physical meeting, each person may comment once on each item. The moderator will work through the "raised hands" in order.
- By default, everyone's microphone will be muted. When it is your turn to comment the moderator will "unmute" your line, and your will hear a prompt from the phone system, "Audio Un-Silenced".
- That is your cue to unmute your personal device, state your name, and proceed with your comment. At the end of your comment your microphone will return to being muted. **Even though the moderator will "unmute" your phone line, you must also unmute your personal device in order to be heard.**
- When the moderator mutes the phone line, you will hear a voice say, "Audio Silenced".