



CALL-IN INSTRUCTIONS FOR BOARD MEETINGS/PUBLIC HEARINGS

YOUR VOICE MATTERS - PARTICIPATE EASILY AND EFFECTIVELY USING THESE SIMPLE STEPS

Please listen to the instructions at the beginning of the meeting, for rules on time allocation and remote participation.



STEP 1: VISIT OUR BOARD WEBSITE (BOS.LACounty.gov) FOR CALL-IN DETAILS

Obtain Telephone number and Participation Code.

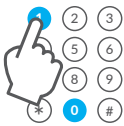
Note: Call-in details can change from meeting to meeting.



STEP 2: CALL IN AND SIGN-UP TO SPEAK

The operator will take your name, item number(s) to be addressed and place you in a “**listen-only**” queue.

Note: Connect up to 30 minutes before the meeting begins.



STEP 3: PRESS 1 THEN 0 TO JOIN THE SPEAKER QUEUE

Press **1** then **0** to be moved into a “**speaking**” queue when the item(s) you wish to address is called. You will hear, “You are in queue.”

Note: If you press 1 then 0 twice, you will hear, “You are removed from the queue.” If you are inadvertently removed, you may press 1 then 0 to be placed back into the “speaking” queue.



STEP 4: ADDRESS THE BOARD

When it is your turn, the moderator will call your name and open your phone line.

Note: Your line will be muted when your time expires, and you will be moved back to the “listen-only” queue.



STEP 5: LISTEN IN OR SPEAK ON ADDITIONAL ITEMS

Press 1 then 0 to get back into the “**speaking**” queue to address the Board on additional items, as each item is called up for discussion by the Board.

TIPS:

The Board values your comments, to ensure effective and quality calls when addressing the Board, the following is recommended:

- Refrain from using speakerphone and/or Bluetooth devices.
- Pick up the handset when you are called to speak.
- We highly recommend that a landline is used when calling.
- To avoid an echo, mute or turn down the volume on any **other** devices you are using to view the meeting.
- After pressing 1 then 0 (1st time), you will hear, “You are in queue”, which is the “**speaking**” queue.
- If you press 1 then 0 a second time, you will hear, “You are removed from the queue.” This means you are **NO** longer in the “**speaking**” queue.
- If you press 1 then 0 a 3rd time, you will be placed back into the “**speaking**” queue.
- If you are not in the “**speaking**” queue, you will **NOT** be called to address the Board.