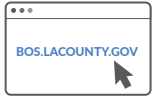


Remote Participation Instructions for Board Meetings/Public Hearings

Your voice matters - Participate easily and effectively using these simple steps

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



Step 1:

Visit our website (bos.lacounty.gov) for Remote Participation Details

Use provided link to join the meeting using a computer or device. You will be prompted to complete a brief registration form. If joining from a phone, use the Telephone Number, Participation Access Code, and Meeting Password provided on the website and Agenda.

Note: Remote participation details can change from meeting to meeting.



Step 2:

Connect to the Meeting

Once connected to the meeting, you will be placed in a **"listen-only"** queue.

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



Step 3:

To Join the Speaking Queue

Use the **"Raise Hand"** feature on your computer or device, or press ***3** on your phone to be moved into a **"speaking"** queue when the item(s) you wish to address is called.

*Note: If you use the "Raise Hand" feature or press *3 TWICE, you will be removed from the "speaking" queue. If you are inadvertently removed, you may use the "Raise Hand" feature or press *3 to rejoin the "speaking" queue.*



Step 4:

Address the Board

When it's your turn to speak, the moderator will call your name (if you registered on a computer or other device), or your area code and the first three digits of your phone number (if you are calling from a phone).

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

Use the **"Raise Hand"** feature on your device or press ***3** on your phone to join the **"speaking"** queue to address the Board as each item is called up for discussion.

How to

Register to Participate
Remotely in Board Meetings
(Click here)



Tips:

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

- We highly recommend using a Webex app on a computer or other device.
- If you are calling by phone, use the handset when you are called to speak.
- Refrain from using speakerphone and/or Bluetooth devices.
- To avoid an echo, mute or turn down the volume on any other devices used to view the meeting.
- Please clearly state your name and agenda item(s) you wish to address.
- After using the **"Raise Hand"** feature for the first time on your computer or device, you will hear a "beep." Please wait to speak until the host calls on you.
- After pressing ***3** the first time, on the phone, you will hear, "You have raised your hand to ask a question." Please wait to speak until the host calls on you.
- If you use the **"Raise Hand"** feature or press ***3** a second time, you will be placed in the **"listen-only"** queue and NO longer in the **"speaking"** queue.
- If you are in the **"listen-only"** queue, you will **NOT** be called to address the Board.