

Guide to Public Participation in Virtual Building Rehabilitation Appeals Board Hearings

Thank you for your interest in attending and/or participating in a virtual hearing. Building Rehabilitation Appeals Board Hearings will be conducted entirely virtually, and all Board Commissioners will be participating from separate locations. Members of the public will be able to listen, view, or participate in the meeting via their computer, smart mobile device, and/or phone.

Listening to and/or Viewing the Hearing

If you wish to listen to and/or view the live video of the hearing, but not participate during public comment, follow the directions for one of the two following options:

1. If you only wish to listen to the hearing, use the audio conference call-in number and enter the Event number (access code) and, if prompted, the Event password shown in the Event Information of the hearing you are interested in.
2. To listen to and view the live meeting video of the hearing, using a computer or smart mobile device, go to the “Event registration address for attendees” link shown in the Event Information of the hearing you are interested in. Click on Register and proceed with entering your registration information. After registering you will receive an invitation via email to join the hearing. At the start date and time of event, follow directions in the invitation email to join. Once directed to the meeting room, select your preferred audio output.

When connected to the meeting room, you will automatically be muted. If you would like to participate in the hearing, see the **Instructions for Public comments via WebEx or by Phone** shown below.

Instructions for Public Comments Online via WebEx (Using a Computer or Smart Mobile Device)

1. Register and Log-in to the Virtual Meeting Room

Any time prior to the start of the hearing, go to the “Event registration address for attendees” link shown in the Event Information of the hearing you are interested in. Click on Register and proceed with entering your registration information. After registering you will receive an invitation to join the hearing via email. At the start date and time of event, follow directions in the invitation email to join. Once directed to the meeting room, select your preferred audio output.

2. Click “Raise Hand” to Comment

To comment on an agenda item, click on the "Raise Hand" button at the bottom of your screen after the Hearing Officer calls for public comment on the agenda item being heard. The Hearing Officer will call your name when it is your turn to speak.

When you are called upon to speak, you will see the prompt: "You are being asked to unmute yourself. Do you want to continue?". Click on "Unmute me". You will hear two beeps to indicate you are unmuted.

Speakers are typically given 1-2 minutes to speak. Near or at the end of the specified time limit for public comment the Hearing Officer will ask you to wrap up your remarks. Soon thereafter, your audio will again be muted (indicated by one beep) and the hearing will continue.

Instructions for Public Comments by Phone (Audio only – no computer/video)

1. Call in using Audio Conference Number

Call in using the audio conference number and enter the Event number (access code) and, if prompted, the Event password, which are both shown in the “Event Details” of the hearing you are interested in. You will be automatically muted when you enter the meeting.

2. Press *3 to Comment

To comment on an agenda item, press *3 to “Raise Hand” virtually after the Hearing Officer calls for public comment on the agenda item being heard. You will be called upon by the Hearing Officer when it is your turn to speak on the item.

Each speaker’s audio will be unmuted as they are called upon. You will hear two beeps when you have been unmuted.

Speakers typically are given 1-2 minutes to speak. At the end of the time limit for public comment, the Hearing Officer will ask you to wrap up your remarks. Soon thereafter, your audio will again be muted, indicated by one beep, and the hearing will continue.