

Guide to Public Participation in Virtual Hearings

Thank you for your interest in participating in a virtual hearing during the current COVID-19 emergency.

In conformity with the Los Angeles County Health Officer's Safer at Home order due to concerns over COVID-19, Building Rehabilitation Appeals Board Hearings will be conducted entirely virtually. All Board Commissioners will be participating from separate locations during safer-at-home orders. Members of the public will be able to listen, view, or participate in the meeting via their phone or other electronic device.

To Listen to or View the Meeting

If you wish to listen and/or view the live meeting 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 call-in number and enter the access code shown in the Event Details of the hearing you are interested in.
2. To listen and view the live meeting video of the hearing go to the "Event address for Attendees" shown in the Event Details of the hearing you are interested in. Click on Register (left side of webpage) and proceed with entering your registration information. Once registered and after the Event has started, you will be able to join the meeting. Return to the "Event address for Attendees" and enter your information and "Event password" under the Join Now section of the webpage and click "Join" or "Join by Browser". 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 Meetings

1. Log-in to the Virtual Meeting Room

Go to the "Event address for attendees" shown on the Event Details of the hearing you are interested in. Click on Register (left side of webpage) and

proceed with entering your registration information. Once registered and after the Event has started, you will be able to join the meeting. Return to the “Event address for Attendees” and enter your information and “Event password” under the Join Now section of the webpage and click “Join” or “Join by Browser”. Once directed to the meeting room, select your preferred audio output. You will be automatically muted when you enter the meeting.

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

1. Call Number on Agenda

Use the toll-free call-in number and enter the "Access code" shown in the “Event Details” of the posted Agenda 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.