

## Remote Public Meeting Guidelines and Procedures

The City of Everett uses Microsoft TEAMS to conduct public meetings. The public can access via phone, or online using the TEAMS App.

### Via Phone:

To listen to the public hearing, call the conference call line (425-616-3920) and enter the nine digit ID number of the meeting. All external calls will be muted during the presentations. Once the Hearing Examiner opens the period for your case, external calls will be unmuted and additional direction will be given at that time.

### Via computer/smartphone/tablet:

If you have a computer/smartphone/tablet and an Internet connection, you can join via Microsoft Teams.

- Download the **Microsoft Teams®** app if you don't already have it. Alternatively, you can use a web browser instead of downloading the app.
- If you have an account, sign in at least 15 minutes prior to the beginning of your scheduled hearing time.
- If you do not have an account, do not sign in. You can join as a guest when you click on the Virtual Hearing invite link from the City. As long as you have the app installed or web browser capability, you will be able to join as a guest.
- Make sure the smart phone, tablet, computer, or other video inspection device is fully charged.
- Have the required information on hand (hearing information packet).
- Make sure background noise is turned off so that the call audio is clear.
- Turn off phone, tablet, or computer notifications during the Virtual Hearing. Notifications freeze the video call and will cause delays in the video.
- Use ear buds or a headset with microphone to improve communication (if you have it).  
If you do not have microphone capability, you can call the phone number listed under the join meeting link and when prompted, type in the conference ID to join the meeting by phone.
- If you have computer capability but no microphone, please click on the Join meeting link and additionally call in. This will enable you to see the meeting and the participants while speaking via phone.
- The meeting invite will look something like the picture below. Use the link and phone number in the invite you receive rather than the phone number and ID in this example.



- Make sure your microphone is muted and video camera is turned on. Look at the icons. A slash means off and no slash means on.
- Click on the icon to toggle it on/off.



- Next, hover over the bottom of your Video Call and click on the **Show Participants** icon (looks like people).



- After joining the hearing, keep your microphone muted unless you are called upon to speak.
- If you want to speak, click the “Raise your hand” icon.
- Make note of any items that need to be corrected.
- After the hearing completes, end the call by clicking the red phone icon.

