

San Francisco Planning & Historic Preservation Commissions
Providing Public Comment - Instructions
USA Toll-Free: 1.888.273.3658
Access Code 3107452

- 1) **DIAL** the Toll-Free Number listed for the meeting.
- 2) Enter the **Access Code** then press '#'.
- 3) **Press # again** to join the meeting as a participant.
- 4) When you hear that '**you are connected to the meeting as a participant**':
 - a. Stop and **LISTEN**
 - b. Wait for Public Comment to be announced
(*by Item # or for General Public Comment*)
- 5) When the Commission Secretary calls Public Comment, **dial '1' then '0'** to be added to the speaker line.
- 6) When the system message says you will be notified when the speaker is ready for your comment and to submit your comment, press '1' then '0.' - **WAIT for your turn to speak.**
- 7) When the system message says 'your line is unmuted, please ask your question after the tone [BEEP] ' - **THIS IS YOUR OPPORTUNITY TO PROVIDE YOUR PUBLIC COMMENT** after the beep. (*This is not a question-and-answer period, this is your time to provide a statement.*)
- 8) The Commission Secretary will indicate how much time you have to provide your comments. You will be alerted when you have 30 seconds remaining.
- 9) Once your public comment time have ended, you will be moved out of the speaker line and back listening as a participant in the meeting (unless you disconnect).
- 10) Participants who wish to speak on other items on the Agenda or for other comment periods may stay on the meeting line and listen for the Commission Secretary's next prompt.

(We are working diligently to also provide interpretation services remotely. Please check back with us to get the latest updates on current available services. We appreciate your patience as we aim to resolve the numerous challenges during this health emergency.)

BEST PRACTICES

- Call from a quiet location
- Speak slowly and clearly
- Turn down any televisions or radios around you
- Address the Commission as a whole, do not address individual Commissioners
- No electioneering