

WebEx Instructions for Joining the Meeting and submitting live Public Comment

Joining the meeting remotely

- The Healdsburg City Council will be using Webex Events service to allow remote participation

Instructions for participating remotely

- Go to the following link: <https://cityofhealdsburgmeetings.webex.com/>
- Enter in the following event number: **146 060 5050** in the gray box under the words “Join a meeting”
- Click Enter
- The next screen will display the Event Information. In the middle of the screen towards the bottom or in the event status line, click register.
- Fill in the requested information (first name, last name and email address) and hit submit
- The next screen will display your registration has been confirmed and notifying you, that you will receive a confirmation email with the detailed event information.

The day of the Meeting

- Open up the confirmation email you received from the event registration
- Click on the green button that says “Join Event”
- If the meeting host has started the event; the event should automatically start on your screen
- If the meeting host has not started the event, you may need to refresh your screen a few minutes before the start of the meeting and again click on “join event”

If you are having trouble providing public comment during the meeting, please email Interim City Manager Dave Kiff at dkiff@ci.healdsburg.ca.us or Stephen Sotomayor at ssotomayor@ci.healdsburg.ca.us for assistance.

How to submit public comment

Members of public may provide public comment during the event:

1. By participating in the meeting remotely, public comment may be submitted live, during the public comment period. To submit public comment, please follow the below instructions.

- a. Once you are in the meeting, open the list of participants.
- b. In the bottom right hand corner of the participant list, is a hand icon
- c. Click on the hand icon
- d. The hand icon will place you in line to speak
- e. When it is your turn to comment, the City Clerk or the Mayor will call upon you to comment
- f. When you are done commenting, or your three minutes are complete, please remember to un-raise your hand

If you have any questions or concerns, please contact Raina Allan by calling 707-431-3317 or by email at rallan@ci.healdsburg.ca.us.