

JOINING A VIRTUAL PUBLIC MEETING

This document explains how to join and participate in a virtual public meeting. If you have questions, please email Ashley Bontje, City Recorder, at abontje@bendoregon.gov.

Quick facts about virtual public meetings

All community members are invited to attend City of Bend public meetings.

Depending on the meeting, you can join a virtual meeting in several ways: by Zoom, YouTube, or by phone.

Interested in providing public comment on a topic that's important to you?

Please check the meeting's agenda to determine whether public comment will occur at the meeting you want to attend.

Note: Not all public meetings have public comment.

How to join a virtual meeting

Step by step instructions for using Zoom, YouTube, or telephone.

Join meeting via Zoom

- Click the URL link on the agenda or webpage to join.
- Enter your email, first name and click the "Join Webinar" button to enter the meeting.

Join meeting via YouTube

- Click the URL link on the agenda or webpage to join.
- **Note:** You cannot provide public comment via YouTube.
- City Council meetings are also streamed directly on the **Council Meetings and Agendas webpage**. Captioning is available.

Join meeting via phone

- The phone number is listed on the agenda or website.
- When prompted, enter the webinar ID followed by # to join.
- Press # again to enter the meeting.
- Your microphone will be automatically muted when you call into the meeting.



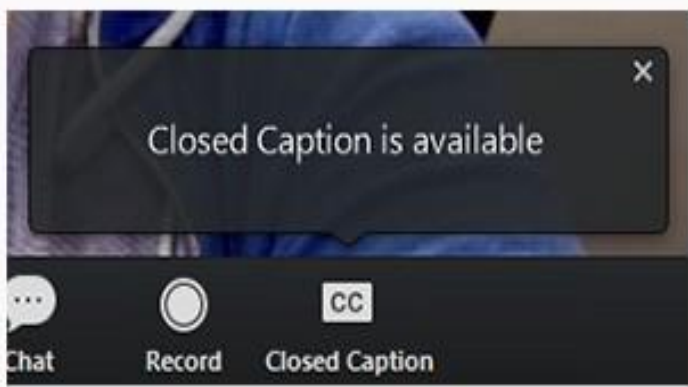
How to participate in a meeting

Step by step instructions to use closed captioning.

Using closed captioning

Closed captioning is a system that provides subtitles in a variety of languages. You will see a notification above **Closed Caption** in the meeting controls when closed captioning begins (as seen below).

- Click **Closed Caption** to start viewing closed captioning.
- **Tip:** Click and drag the closed captioning to move its position in the meeting window.



Public comment

Your participation is important because it ensures that voices throughout Bend are heard. By joining us, you contribute to shaping our community's future and ensure that diverse perspectives are considered in decision-making.

- Some public meetings allow public comment.
- Check the meeting agenda to see if public comment is available.
- Public comment is usually limited to two minutes but can vary depending on the meeting and moderator.
- **You can give public comment through Zoom, phone or in-person.**

How to give a public comment via phone

- You will be muted when you first join the meeting.
- When it is time to give public comment, press * 9 to raise your hand.
- When prompted, press * 6 to unmute and begin speaking.
- If you raise your hand, you will need to wait for the moderator to call your name and provide you the ability to unmute your microphone.

How to give a public comment on Zoom

- You will be muted when you first join the meeting.



- When it is time to give comment, please use the **raise hand** button in the lower black bar of the screen. Click on the **Raise Hand** icon to raise your hand.
- If you raise your hand, you will need to wait for the moderator to call your name and provide you the ability to unmute your microphone.
- Please click on the hand icon again to lower your hand when you are done with your comment.



Accommodation Information for People with Disabilities & Language Assistance Services

You can obtain this information in alternate formats such as Braille, electronic format, etc. Free language assistance services are also available. Please email accessibility@bendoregon.gov or call 541-693-2198. Relay Users Dial 7-1-1. All requests are subject to vendor processing times and should be submitted 48-72 hours in advance of events.

Servicios de asistencia lingüística e información sobre alojamiento para personas con discapacidad

Puede obtener esta información en formatos alternativos como Braille, formato electrónico, etc. También disponemos de servicios gratuitos de asistencia lingüística. Póngase en contacto en correo electrónico accessibility@bendoregon.gov o número de teléfono 541-693-2198. Los usuarios del servicio de retransmisión deben marcar el 7-1-1. Por favor, envíe sus solicitudes con 48-72 horas de antelación al evento; todas las solicitudes están sujetas a los tiempos de procesamiento del proveedor.