

Public Instructions for Board and other Public Meetings

1. SIGN UP FOR A FREE ZOOM ACCOUNT

Go to zoom.us/signup and enter your email address to create a free account with Zoom web conferencing. You'll receive an email from Zoom where you will click on a link to activate your account. If you already have a Zoom account, skip to step #3 below.

2. CHOOSE YOUR DEVICE AND DOWNLOAD ZOOM

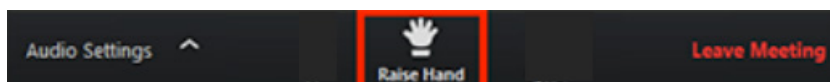
You can use a smart phone, tablet, laptop, or desktop computer. After signing up, visit zoom.us/download and download the "Zoom Client for Meetings" onto your computer. On mobile devices, search your app store for the free Zoom app and download it. Make sure to allow some extra time for the install before joining your first meeting. If you can't download Zoom and need to connect via web browser, you can use the Zoom web client (more info on browser compatibility and instructions, visit bit.ly/zoomwebinfo).

3. FIND THE MEETING INFO

You can find meeting dates, times, links, call-in numbers and instructions at orlando.gov/virtualmeetings.

4. JOIN THE MEETING

On meeting day, log into Zoom a few minutes early to make sure everything is working. Once you have joined the meeting, you will be on mute until recognized to speak. You have two ways to indicate you would like to provide live public comment: (1) fill out a comment form on orlando.gov/publiccomments in advance; or (2) when prompted, raise your hand to indicate you would like to speak. If you have called in, you can raise your hand by pressing *9. If you do this, you will be called on to speak using the last four digits of your phone number.



For assistance and information on virtual Board and Public meetings, please contact the City Clerk's Office at 407.246.2251 or publiccomments@orlando.gov.

PUBLIC COMMENT

The public is welcome at all virtual meetings and invited to make a live public comment or submit written public comment in advance. The opportunity to provide public comment is available until the designated public comment portion of the item is closed.

Non-repetitive comments are encouraged; large groups are asked to name a spokesperson. A general time limit of 5 minutes to speak applies per issue or as set during the meeting.

Written public comment is limited to a maximum of 700 words for each issue.

To submit a written public comment for Board meetings, complete an online comment form on orlando.gov/publiccomments, email to publiccomments@orlando.gov, mail to City Clerk, Public Comment, 400 South Orange Avenue Orlando, FL 32801, or drop off to the 1st floor security station at City Hall. Written public comment received 24 hrs in advance of the meeting will be read into the record during the meeting and become part of the permanent record of the meeting.

The City of Orlando encourages courteous, civil discourse in online settings. Persons making public comment are asked to conduct themselves with the same rules of decorum as they would in a traditional public meeting.