

HOW TO JOIN A HEARING USING ZOOM

Zoom Meeting Information for Attendees

Pursuant to Governor Newsom's Executive Orders N-25-20 (March 12, 2020) and N-29-20, (March 17, 2020), the Hearing Board will only be conducting hearings via video conferencing and by telephone. Please follow the instructions below to join the meeting remotely.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Join Zoom Meeting - from PC, Laptop or Phone

<https://scaqmd.zoom.us/j/91429342608>

Meeting ID: **914 2934 2608** (applies to all)

Teleconference Dial In +1 669 900 6833

One tap mobile +12532158782,,91429342608#

Audience will be allowed to provide public comment through telephone or Zoom connection.

Phone controls for participants:

The following command can be used on your phone's keypad while in Zoom meeting:

*9 - Raise hand

Before joining the hearing, please silence your other communication devices such as your cell or desk phone. This will prevent any feedback or interruptions during the meeting.

During the meeting, all participants will be placed on Mute by the host. The host will Unmute your microphone when it is your turn to provide public comment.

As an attendee, you will have the opportunity to virtually raise your hand and provide public comment.

The Chair will request public comment during the Public Comment Period and allow interested members of the public a reasonable opportunity to testify with regard to the matter under consideration. A countdown timer will be displayed on the screen for each public comment.

Once you raise your hand to provide public comment, your name will be added to the speaker list. Your name will be called when it is your turn to speak.

Join Zoom Meeting On VIDEO Using a DESKTOP/LAPTOP:

- Click on the **“Raise Hand”** feature on the bottom of the screen. This will notify the host that you have raised your hand and would like to speak.

Join Zoom Meeting Using a SMARTPHONE:

- Click on the **“Raise Hand”** feature on the bottom of screen. This will notify the host that you have raised your hand and would like to speak.

Join Zoom Meeting Audio by Telephone:

- **Dial *9 (star 9)** on your keypad to notify the host that you would like to speak.