

## INSTRUCTIONS FOR HEARING BOARD PUBLIC PARTICIPATION (IN HYBRID FORMAT)

### **In-person Participation:**

Unless otherwise noted, the Hearing Board meets in person at:

South Coast Air Quality Management District  
Hearing Board Room  
21865 Copley Drive, Diamond Bar, CA

### **Virtual (Zoom) Participation - Desktop, Laptop, or Smartphone**

#### **Online**

1. Join the hearing at: <https://scaqmd.zoom.us/j/1617214661> and enter the Meeting ID: 161 721 4661.
2. To speak, use the “Raise Hand” feature at the bottom of the Zoom screen, when prompted by the Hearing Board Chair, and wait until your name is called.
3. The Chair will announce your name when it is your turn to speak.

#### **Phone**

1. Dial **1-669-216-1590** and enter the Meeting ID: **161 721 4661**.
2. To speak, press \*6 on your phone’s keypad to unmute then press \*9, when prompted by the Hearing Board Chair and wait until your name is called.
3. The Chair will announce when it is your turn to speak by reading the last four digits of your phone number.

### **Public Comments**

Those attending in person who wish to provide public comment or public testimony may fill out a yellow “Request to Speak” card in the Hearing Board room and present to the Hearing Board Clerk in the room.

To provide public comment or public testimony virtually, use the “Raise Hand” feature in Zoom (or dial \*6 to unmute phone then \*9 to raise your hand if participating by phone).

The Hearing Board Chair will announce when the public comment/public testimony period(s) is open.

Written comments can be submitted in advance of the hearing to the Clerk of the Boards office at [clerkofboard@aqmd.gov](mailto:clerkofboard@aqmd.gov).

## **American with Disabilities Act and Language Accessibility**

Disability and language-related accommodations can be requested to allow participation in Hearing Board hearings. The agenda will be made available, upon request, in appropriate alternative formats to assist persons with a disability (Gov. Code Section 54954.2(a)). In addition, other documents may be requested in alternative formats and languages. Any disability or language-related accommodation must be requested as soon as practicable. Requests will be accommodated unless providing the accommodation would result in a fundamental alteration or undue burden to the South Coast AQMD. Please contact the Clerk of the Boards Office from at 909-396-2500 from 7:00 a.m. to 5:30 p.m., Tuesday through Friday, or send the request to [clerkofboard@aqmd.gov](mailto:clerkofboard@aqmd.gov).