

Instructions on How to Join the November 12, 2020 CCPD Meeting as a Member of the Public

Join Online:

Registration is required in order to view the meeting or to participate in public comment.

Register online at

https://cambridgema.zoom.us/webinar/register/WN_NNiOCaF7SF2e6L5qLjFg1g

After registering, you will receive a confirmation email containing information about joining the webinar. For more information regarding Zoom technology visit:

<https://www.cambridgema.gov/Departments/citycouncil/zoomonlinemeetinginstructions>

Join by Phone:

If you do not have access to the internet, you may also call into the meeting using a phone by dialing any of the following numbers and entering the Webinar ID (registration is not required). For higher quality, dial a number based on your current location:

+1 301 715 8592

+1 312 626 6799

+1 929 436 2866

+1 253 215 8782

+1 346 248 7799

+1 669 900 6833

When prompted, enter the webinar ID: 825 6376 0753

NOTE: your microphone will be automatically muted until you are called on to speak during the public comment period of the meeting. See instructions on the following page for how to “raise your hand” in order to indicate that you would like to provide public comment.

Instructions for Providing Public Comment During CCPD Meetings via Zoom

Anyone wishing to address the Cambridge Commission for Persons with Disabilities (CCPD) during the Public Comment section of the agenda may indicate that by "raising their hand" virtually within the Zoom platform. The host (CCPD staff) will call on members of the public to speak in the order in which their hands were raised. Please note that while you may raise your hand at any point during the meeting, you will not be called on to speak until the Public Comment period of the meeting.

To raise your hand:

- On a Mac or PC:
 - Click "raise hand" in the webinar control panel
 - Alternatively, you may use the keyboard shortcut to raise and lower your hand:
 - Windows: press "Alt+Y"
 - Mac: press "Option+Y"
 - When you are called on by the host to speak, you will be prompted to unmute your microphone (you must unmute yourself, as the host does not have the ability to unmute individuals).
 - After you have spoken or once your 3 minutes are up, your microphone will be muted by the host

- If you are calling in by phone:
 - Press *9 to raise and lower your hand
 - When you are called on to speak during the public comment period, you will need to press *6 to unmute yourself (press it again to mute yourself)
 - Note: your phone number will be visible to only the host of the meeting (CCPD staff). Because your name will not be displayed, we will call on you when it's your turn to comment by using the last four (4) numbers of your phone number to identify you. For example, "The person calling in from the number ending in ####, you may now provide public comment."
 - After you have spoken or once your 3 minutes are up, your microphone will be muted by the host

Once they have the floor, members of the public are asked to identify themselves, and each speaker is limited to not more than three (3) minutes. Although the public comments should, whenever possible, address one or more items on the agenda for that particular meeting, if time permits, the Chair may allow a speaker to comment on matters that may not directly address an item on the agenda, but do concern the Commission.

Thank you for your patience as we work together to make virtual meetings accessible for everyone!