

City of Eau Claire
COVID-19 Pandemic Remote Public Meeting Procedures
Participant Guide

Eau Claire City Hall is closed to the public and thus no members of the public will be allowed into the building to watch the meeting or address members of the City Council, boards, commissions, and committees. To watch or participate in a public meeting follow these instructions:

1. All public meetings will be available via Webex using a computer, tablet or smartphone (requires Webex app), or telephone (audio only) using the link or dial-in number on the agenda (example below). **Please note...this link will change for each meeting**

*Event link below can be used to connect to meeting and interact (when authorized) from computer or through the Webex Meeting smartphone app.

Event address for attendees:
<https://eauclairewi.webex.com/eauclairewi/onstage/g.php?MTID=eedcfa679edc76899e5bae0ba66b7fd2b>

Members of the public who may wish to comment on Public Hearing items should use this method.

*Meeting audio can be listened to using this Audio Conference dial in information. (No interaction available):

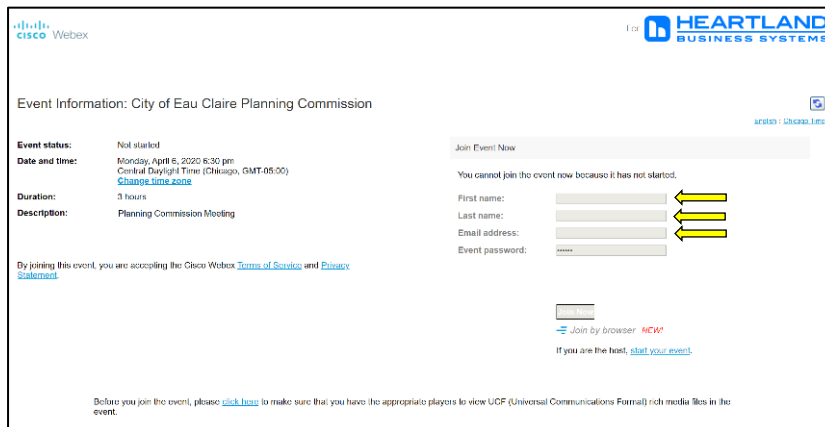
Audio conference: United States Toll: +1-408-418-9388
Access code: 968 698 389

Members of the public who wish to only monitor the meeting should use this method.

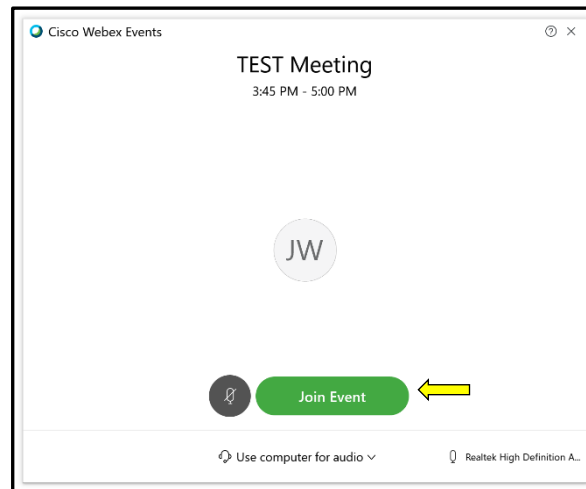
- a. If you would like to address the City Council, board, commission, or committee you **must** join the meeting as an attendee on a computer, tablet or smartphone (requires Webex app) using the link provided on the agenda.

2. To join the meeting on a computer:

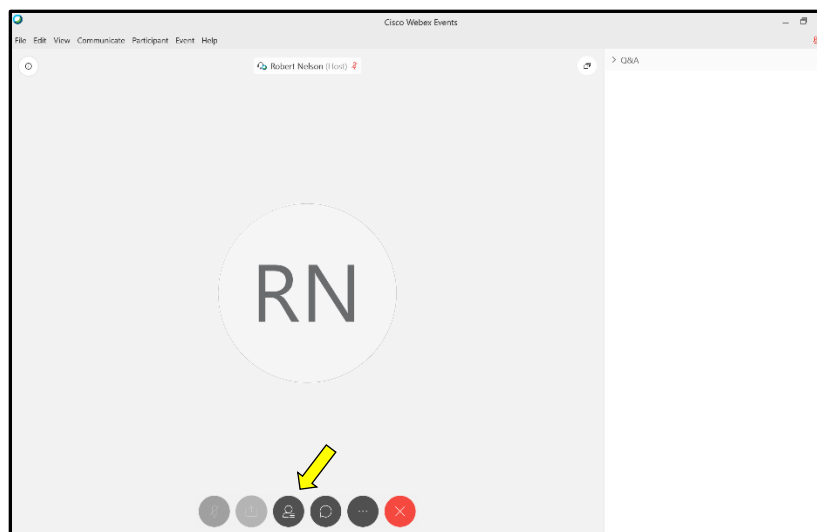
- a. Click on the link provided on the agenda or type the link into your browser. (Public Meeting Notices and agendas can be found here: <https://www.eauclairewi.gov/our-city/news/public-notices>)
- b. You should see a logon screen similar to the one below:




- c. Please enter your first name, last name, and email address in the boxes indicated above so that the chair knows who is in attendance.
- d. **DO NOT** change the event password
- e. Click on the “Join Now” button.
- f. You will then see the following screen:

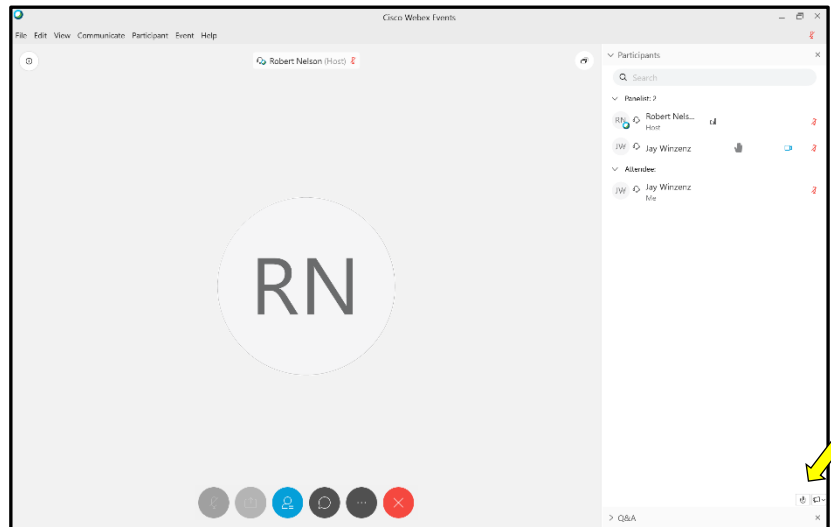


- g. Click the “Join Event” button
- h. You will be connected into the meeting, and where the “RN” appears in the following screenshot, you should be able to see the interior of the meeting room.
- i. All microphones will be initially muted and cameras disabled for attendees. Your microphone will be unmuted by the meeting host when it is your turn to speak.

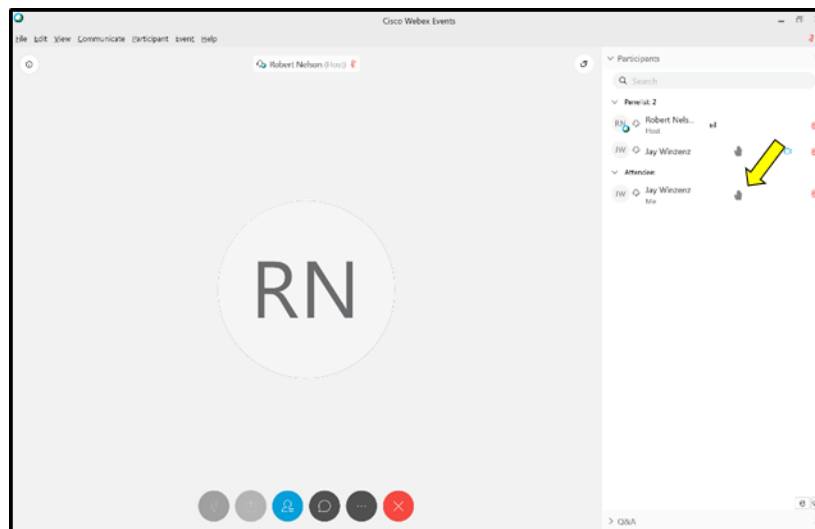


- j. Click on the  button to get a list of the panelists (members of the City Council, board, commission, or committee) and to activate the “raise your hand” feature.


- k. The “Raise your hand” feature is how you will let the chair know that you would like to speak. The icon is located in the lower right corner of the screen, as indicated below, and looks like a hand.



- l. When the chair calls for public comment for the item on the agenda to which you would like to provide feedback, click on the “Raise your hand” icon and you will see a raised hand appear to the right of your name (see below).

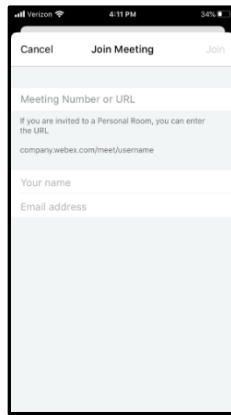


- m. The chair will recognize each attendee who has their hand raised.
n. Once you have been recognized by the chair your microphone will be unmuted and you will be allowed to speak. When you are finished, there may be questions of you.
o. When complete, please press the “Raise your hand” icon again, which will lower your hand.

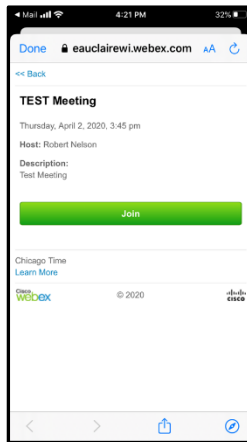
- p. Repeat the same process for other items on the agenda scheduled for a public hearing or comment.
- q. When you want to exit the meeting, click on the red “X” 

3. To join the meeting on a Smartphone or Tablet:

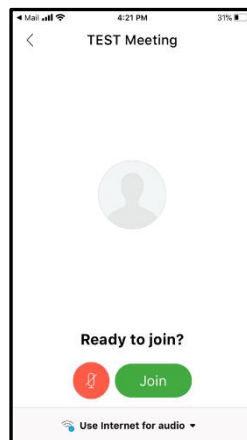
- a. You must first download and install the Webex app.
- b. Click on the meeting link provided on the meeting agenda (Public Meeting Notices and agendas can be found here: <https://www.eauclairewi.gov/our-city/news/public-notice>)
- c. Open the app, select “Join Meeting” and enter the URL on the screen below:



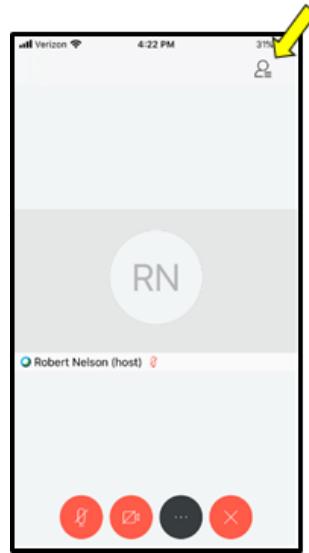
- d. The screen below should appear indicating the meeting description, and you will tap “Join”





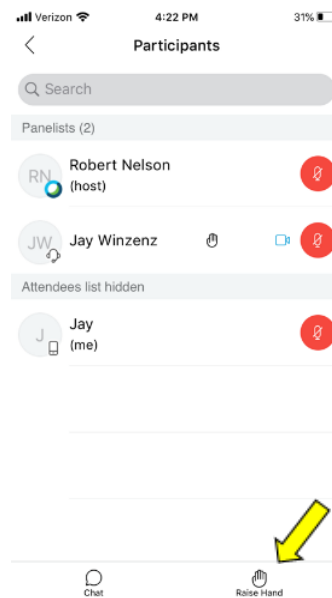
- e. You should now see the following screen:




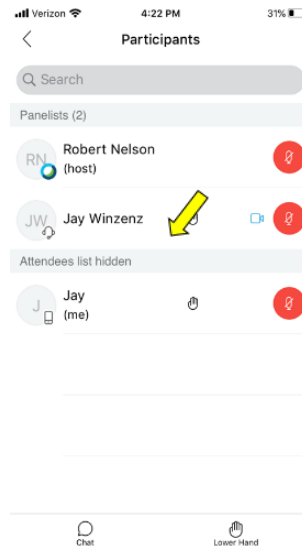
- f. Select “Join” once again and you will enter the meeting.
- g. The following screen should now be visible:



- h. You should now see video of the meeting where the “RN” appears on the screen above. Your microphone will be muted and your camera will not be active.
- i. When the chair calls for public comment for the item on the agenda you would like to provide feedback, click on the participants icon  in the upper right corner of the screen as indicated above.
- j. The screen will change to the participants screen as shown below and you will have the option to “Raise Hand”  which is located in the lower right of the screen.



- k. A hand icon  will now appear next to your name indicating your desire to speak as shown below:



- l. At any time, you may select the back arrow in the upper left corner to return to the main meeting screen.
- m. The chair will recognize each attendee who has their hand raised.
- n. Once you have been recognized by the chair your microphone will be unmuted and you will be allowed to speak. When you are finished, there may be questions of you.
- o. When complete, please press the “Raise your hand” icon again, which will lower your hand.
- p. Repeat the same process for other items on the agenda scheduled for a public hearing or comment.
- q. When you want to exit the meeting click on the red “X” 