

## ATTENDING VIRTUAL MEETINGS

### ZOOM WEBINAR RECREATION COMMISSION MEETING

#### How the Meeting Will Work

Recreation Commission meetings will be held via Zoom Webinar. The City of Fremont Recreation Division is hosting the meeting, the Recreation Commission, Director of Community Services, Deputy Director of Community Services, Parks Planning and Design Manager and staff who have presentations are the **panelists**, and Fremont residents and members of the public – as well as City staff – are **attendees**. Webinar attendees do not interact with one another; they join in listen-only mode, and the host can unmute one or more attendees as needed.

#### How to Provide Public Comments

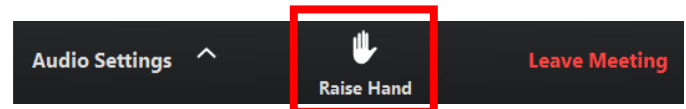
Staff at Recreation Division is accepting public comments on behalf of the Recreation Commission via Email. Please add the Recreation Commission meeting date in the subject line such as in the example below.

- **Email Address:** [tleung@fremont.gov](mailto:tleung@fremont.gov)
- **Subject:** Public Comment for the Upcoming Recreation Commission Meeting 12/02/20 – (Please identify the agenda item number)
- **Send email by:** 2 p.m., Wednesday, December 2, 2020

**Live Public Comment:** If you are unable to provide a written comment (by email), you may join the webinar as an attendee to comment during the public comment portion of the agenda.

You may access the webinar via the link below. Public participation guidelines are provided in the right column of this page.

- Recreation Commission Meeting Zoom Webinar: <https://zoom.us/j/95154008217>
- By Phone:  
833-430-0037 (toll free)  
Webinar ID: 951 5400 8217  
Click \*9 to raise a hand to speak, via phone



#### Public Participation Guidelines

Below are recommendations from the Recreation Division to be considered for use by members of the public in meetings conducted via Zoom Webinar.

- **Identification:** Upon entering the webinar, please enter your name, number or other chosen identifier, so that the host can call upon you during the public comment period.
- **Raise Hand (pictured above):** You have the ability to virtually raise your hand for the duration of the webinar, but you will not be acknowledged and your mic will remain muted until you are called on during the public comment period. Click \*9 to raise a hand to speak, via phone. Click **Lower Hand** to lower it if needed.
- **Public Comment Period:** Use "Raise Hand" to be called upon by the host. The host will unmute your mic and you will have the ability to share your comment. Each speaker is allowed up to three (3) minutes, at the discretion of the Chair. We kindly request speakers to mute or turn down the broadcast, when it is their opportunity to speak, as it may cause interference with the speaker system.
- **Use headphones/mic** for better sound quality and less background noise.

