PUBLIC HEARING GOTOWEBINAR USER GUIDE

Planning & Development – Virtual Public Hearings
Attendee Information

Gotowebinar.com – Software Requirements
Following CDC guidelines and Governor Ducey's Executive Order 2020-09 regarding recommendation to limit social gatherings, the public is invited to view the Planning and Zoning Commission hearing on-line using Gotowebinar. The County recommends you verify your computer system has the capability to run Gotowebinar.

Shown is a link for Gotowebinar software requirements from the website.
https://support.goto.com/webinar/help/system-requirements-for-attendees-g2w010003

Setup your registration for attendance & participation for the Public Hearing
Use the Gotowebinar link as listed on the Planning & Zoning Commission agenda to register attendance for the virtual public hearing. You will need to enter your first name, last name and e-mail address. Complete the fields and click on '**Register**', an auto-generated summary page will indicate that you are registered with a link to save the gotowebinar on your calendar.

You're Registered!

Maricopa County Planning and Zoning
Commission - September 10, 2020
Thu, Sep 10, 2020 9:30 AM - 12:30 PM MST

Add to Calendar ⌄

At the time above, join the webinar.

Before joining, be sure to check system requirements to avoid any connection issues.

A confirmation email with information on how to join the webinar has been sent to you.

Questions or Comments? Contact: david.anderson@maricopa.gov

To Cancel this Registration
You may cancel your registration at any time.

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Confirmation of registration – E-mail notification

An e-mail will be sent directly to the registered e-mail address confirming registration. This e-mail will include instruction on how to Join the webinar, keep this e-mail for the hearing, as it has a direct link to join to hearing.

Shown below is the sample e-mail with registration.

Thank you for registering for "Maricopa County Planning and Zoning Commission - September 10, 2020".

Maricopa County Planning and Zoning Commission meeting for September 10, 2020. Agenda items to be covered will be shared on the County Planning and Development website.

Please send your questions, comments and feedback to: david.anderson@maricopa.gov

How To Join The Webinar

Thu, Sep 10, 2020 9:30 AM - 12:30 PM MST

Add to Calendar: Outlook® Calendar | Google Calendar™ | iCal®

1. Click the link to join the webinar at the specified time and date:

> Join Webinar

Note: This link should not be shared with others; it is unique to you.

Before joining, be sure to check system requirements to avoid any connection issues.

2. Choose one of the following audio options:

TO USE YOUR COMPUTER'S AUDIO:
When the webinar begins, you will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

--OR--

TO USE YOUR TELEPHONE:
If you prefer to use your phone, you must select "Use Telephone" after joining the webinar and call in using the numbers below.
United States: +1 (415) 655-0052
Access Code: 914-316-265
Audio PIN: Shown after joining the webinar

Webinar ID: 418-158-571

To Cancel this Registration

If you can't attend this webinar, you may cancel your registration at any time.

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Planning and Development E-mail to determination if you want to speak/not speak during the public hearing.
An e-mail will be sent by Planning & Development to determine if you **want to speak/not speak** during the hearing. Please respond as soon as possible, your name will be provided to the Chairman so when it comes time to allow the public to speak, the Chairman will call on those who registered request to speak/not speak.

Planning & Zoning Commission Hearing
Click on the link within the e-mail registration confirmation or the calendar link '**Join Webinar**' a few minutes before the start of the Planning & Zoning Commission hearing.

County staff recommends utilizing your computer system to participate with the webinar virtual public hearing. Please note all attendees will be on a 'mute' status until the Chairman recognizes you to speak. All people that have registered to speak will be called upon first.

You have the option to use the computer audio or phone call.
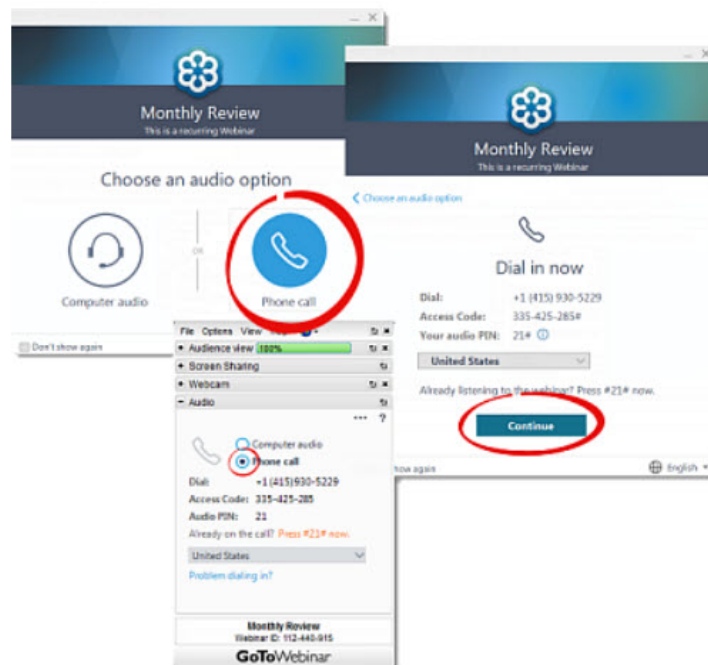
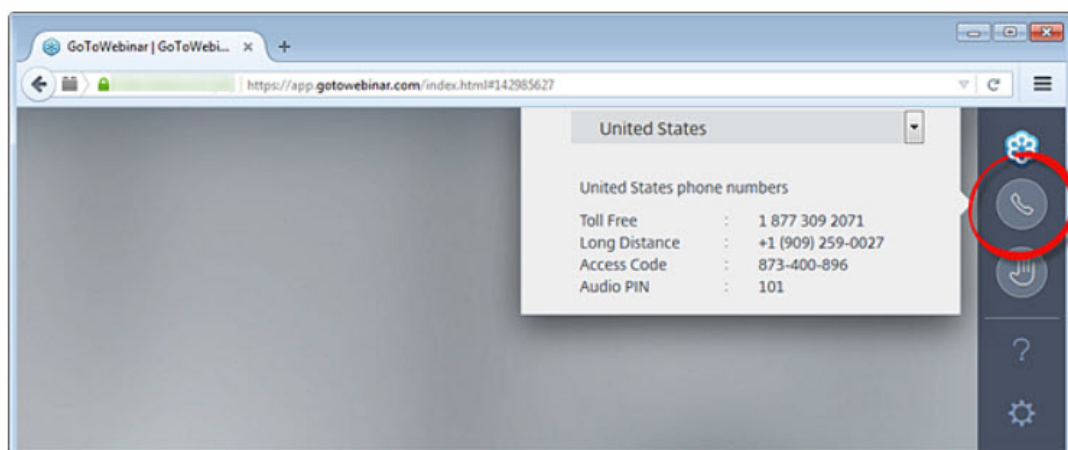# Planning & Development – Virtual Public Hearings
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➢ **WISH TO SPEAK** - If you have audio/issues or concerns with your computer system (audio and microphone), use the **'Setting'** tab on the right menu screen to select phone connection and dial in. This will provide you with a **telephone number** to dial in and **access code**, this will allow the Gotowebinar software to link your e-mail registration with the phone access code. <u>This is the only way the technology team can determine that you are on the call to speak. Our technology team will 'unmute' you when it's time to present.</u>

Sample display using Chrome as the browser with **Settings** icon identified. System will provide the **call in phone number** and **access code** and **audio pin number**.

1. Click on Setting icon on toolbar.
2. On **Audio tab**, select **Phone Call**.
3. Use telephone to call in, enter the **9 digit access code**.
4. Enter the **Audio Pin** to link you phone call with the session.
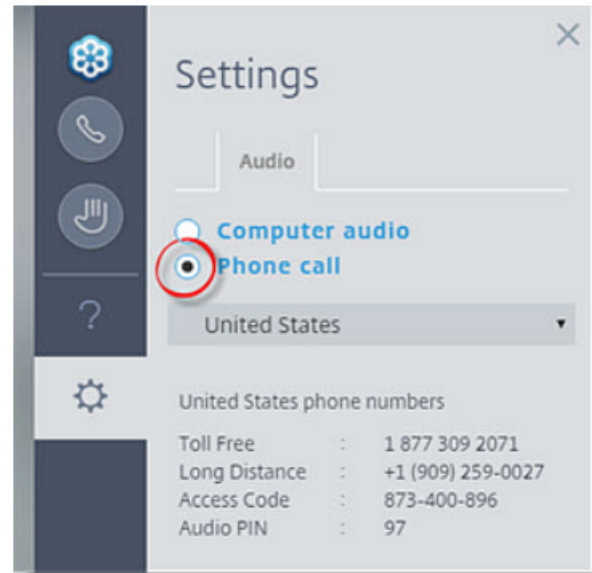
Sample display using different browser – may show up as a **telephone** on the right toolbar.

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- **WISH TO SPEAK BUT DID NOT RESPOND TO E-MAIL FROM PLANNING & DEVELOPMENT** - Those that registered attendance and decide they would like to speak during the hearing can utilize the raise hand feature on the **left side panel** to notify the webinar team. If you are interested in speaking, use the raise hand feature and you will be contacted by the technology team to provide your name to the Chairman. Our Team will use the chat feature to request you name.

  Please note those that have registered and responded to the e-mail from Planning & Development with determination to speak will be on the list for the Chairman to call upon to present, no need to raise your hand during the hearing.

  Screen shot of sample menu toolbar with raise hand feature to the right. Our technology team will use the chat feature to assist you.
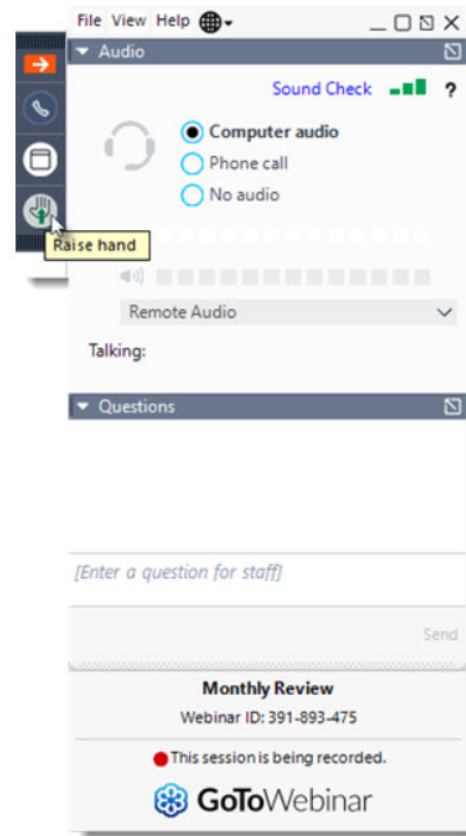
- **LISTEN BY TELEPHONE ONLY** - Please note if you did not register for participation with the link for the gotowebinar and utilize the standard call in phone number and access code as listed on the agenda – the technology team will not have the ability to know who you are and will not be able to 'unmute' you to speak during the hearing. Callers are not identified in the system, so we don't know who you are to call upon you. All calls utilizing the listen by telephone number will be placed on 'mute' status for the entire duration of the hearing.

- **USING CHAT** – If you raise you hand during the hearing the technology team will contact you via the chat feature. When you receive a chat message you will see a flashing chat bubble. Click on the flashing chat bubble and the chat will open. Alternatively, you can open the user interface and open the Chat box by clicking on the arrow.