

## HOW TO PARTICIPATE IN A VIRTUAL PUBLIC HEARING

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The Town of Ladysmith may hold Public Hearings electronically. The public is invited to participate electronically or can view the meeting in person at City Hall, 410 Esplanade.

### Register to attend using Zoom Webinar:


When a virtual Public Hearing is scheduled, the registration link to attend will be available here: [www.ladysmith.ca/publichearings](http://www.ladysmith.ca/publichearings). Immediately after registering you will receive an email containing your unique meeting link (if you share the link, your name will appear if someone else uses it). You'll want to save your link as you will need it to join the meeting. People who register early will receive reminder emails. Registration remains open during the Public Hearing.

### Participate through Zoom Webinar by [URL](#):

Use your Zoom compatible tablet, smart phone or computer to join the hearing by entering the URL provided in the Public Hearing notice into your browser.

**Participate through Zoom Webinar by [phone](#):** Zoom also offers the option to dial in by phone. The confirmation email you receive after registering will include the phone number and the meeting ID. You will need to enter the meeting ID in order to join the meeting. Note that a participant ID is **NOT** required. A carrier rate may be associated with using phone only.

**Once Mayor Stone has announced that the Public Hearing is open for public input, please do the following:**

- Click on the "[raise your hand](#)"  feature in the webinar controls only if you wish to speak.
- A prompt will appear to confirm you would like to be unmuted. Once you accept the prompt, you will be able to make your comment. Your video will remain off.
- Please state your name and address for the record.
- If you choose to participate by phone only, you will need to be aware of the following functions: \*6 to mute/unmute and \*9 to raise your hand.
- Once you have finished speaking, you will be muted again.

### Notes to remember:

- Public Hearings are livestreamed and recorded so your name, address and any comments you make will become part of the public record.
- If you are disconnected during the meeting, please join again using the link or phone number provided with your registration.
- The livestream is best viewed by registering to join the Zoom Webinar, however we also livestream to the [Town of Ladysmith's YouTube channel](#). Please note there is up to a 60 second lag.
- Written submissions are always accepted. More information can be found in the "Public Hearing Information Sheet" on this page: [www.ladysmith.ca/publichearings](http://www.ladysmith.ca/publichearings).
- More information about using Zoom is available on [Zoom's website](#).