

# HOW TO SPEAK AT A VIRTUAL HEARING EXAMINER MEETING

## ONLINE INSTRUCTIONS

Whatcom County Hearing Examiner uses Zoom Webinar as a platform for virtual hearings.

Meeting links are available online under “Hearing Examiner Virtual Meetings” at [www.whatcomcounty.us/virtualhearingexaminer](http://www.whatcomcounty.us/virtualhearingexaminer).

### 1. JOIN THE MEETING ONLINE

1. Before the meeting starts, download Zoom to your device: <https://zoom.us/download>. It is recommended that you test your device audio and camera using the zoom test site here: [zoom.us/test](https://zoom.us/test). Zoom offers tutorials here: [support.zoom.us](https://support.zoom.us).
2. At the meeting time, click on the meeting link.
3. Join using audio from your computer/device if your device has a microphone and speakers.
  - Alternatively, attendees may join audio by phone using the Webinar/Meeting ID and Participant ID
4. Upon entering the meeting, your microphone or phone will be muted, and your video camera will be off (Staff will enable your camera at your request when it's your time to speak).

### 2. SPEAK DURING THE HEARING

The Hearing Examiner will announce opportunities to speak or comment.

1. If you would like to speak, please virtually “raise your hand” to be recognized to speak.
  - To “raise your hand” online, click the hand icon on the bottom center or left of your screen.
2. When called upon to speak, a pop-up window will ask you to accept unmuting your microphone. Click Ok.
3. Please **state your name and address** for the record and say if you would like to connect your video.
  - If you request to connect your video, the host will reconnect you and a pop-up window will ask you if you'd like to share your video. Click OK.
  - Attendee images and backgrounds shared via camera are public. Pay attention to your video background. Position your camera so your head is in the top and center portion of the image.

If you have any questions, please contact the Whatcom County Council Office at [CouncilHearingHelp@co.whatcom.wa.us](mailto:CouncilHearingHelp@co.whatcom.wa.us) or 360-778-5010.