



CITY of CALABASAS

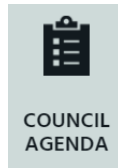
Guide to Virtual Meeting Participation

Meeting Guidelines

City Council and Commission meetings will be held via Zoom Webinar. Council Members and City staff participate as **panelists**. Members of the public are **attendees**. When attendees join the Zoom meeting, they only have the option to view/listen and are automatically muted. Attendees will have the opportunity to address the City Council or respective Commission for three minutes during public comment or on any item on the agenda.

How to Access the Meeting

- Go to www.cityofcalabasas.com
- To access City Council or Planning Commission meeting agenda, click on the "Council Agenda" and "Planning Commission Agenda" buttons. For other meetings, go to Event Calendar.
- To join meetings from a computer (microphone and speakers are required) or mobile devices, click on the meeting link in the agenda and input webinar ID and passcode when prompted.



From a PC, Mac, iPhone or Android device please go to: <https://us02web.zoom.us/j/81957447453?pwd=RHRnRUJCa0pYZHkyRGNlVGNYNTNBUT09>

Passcode: 752287

Or Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 669 900 9128 or +1 346 248 7799

Webinar ID: 819 5744 7453

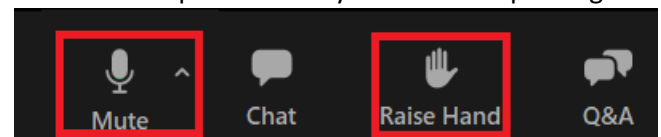
- To join the meeting via phone, dial one of the numbers listed in agenda and input webinar ID when prompted.
- When you have successfully joined the meeting, you may receive a message of "Please wait. The webinar will begin soon", if the meeting has not yet started.

Public Comment Guidelines

During the meeting there will be an opportunity for the public/attendees to speak. Please follow the guidelines below.

PC, Mac and Mobile Device

- Raise Hand:** Click the "Raise Hand" button to request to speak when public comment is aloud. Click "Lower Hand" to lower if needed.
- Microphone:** "Unmute" your microphone when it's your turn to speak. "Mute" your microphone when you are done speaking.



Telephone Device

- Raise Hand:** Dial * 9 to raise hand to request to speak when public comment is open.
- Microphone:** Dial * 6 to unmute your microphone when it's your turn to speak. Dial * 6 again to mute yourself when you are done speaking.

Decorum

Please be mindful that virtual meetings are public and will be recorded. All meeting rules of procedure and decorum, including speaker time limits, will apply. The host, may remove individuals for persistent disruption or any conduct or statements that threaten the safety of any person(s) at the meeting.

For additional Zoom instructions [Click Here](#).