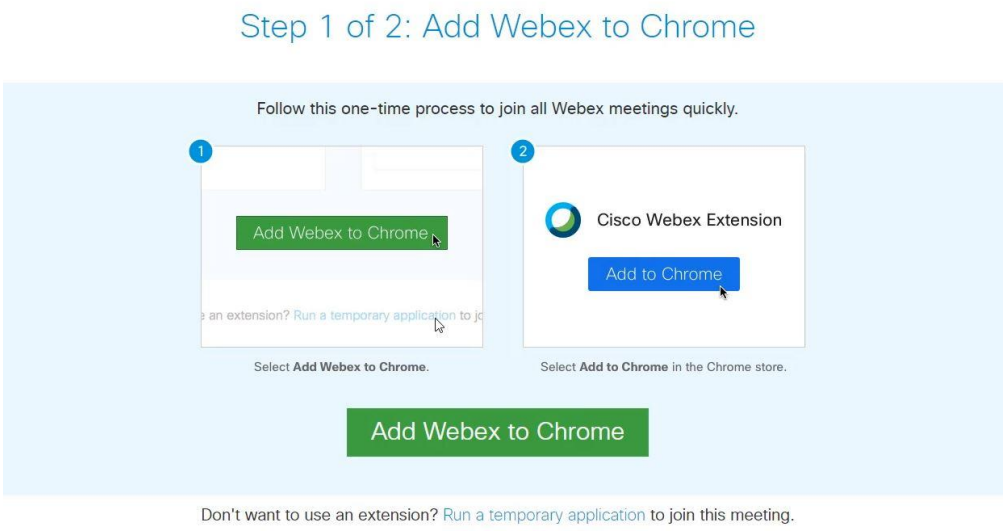
REMOTE MEETINGS FAQS

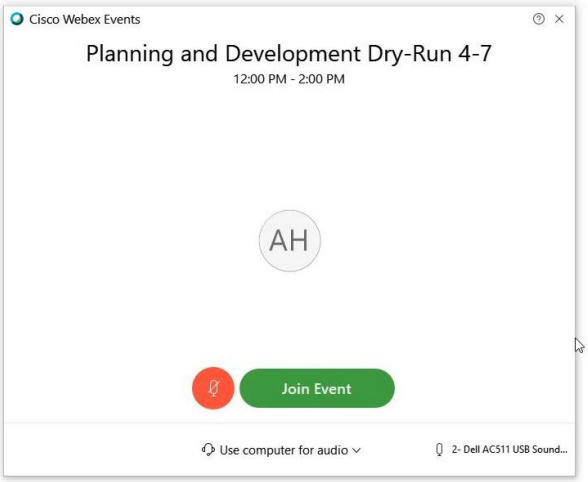
Phoenix Planning nad Development

1. **How do I attend a remote Web Ex meeting?**

   You can find the link on the meeting/hearing's agenda which can be found on the city clerk's website at https://www.phoenix.gov/cityclerk/publicmeetings. You will need to either download Webex events or simply click add on for temporary access.



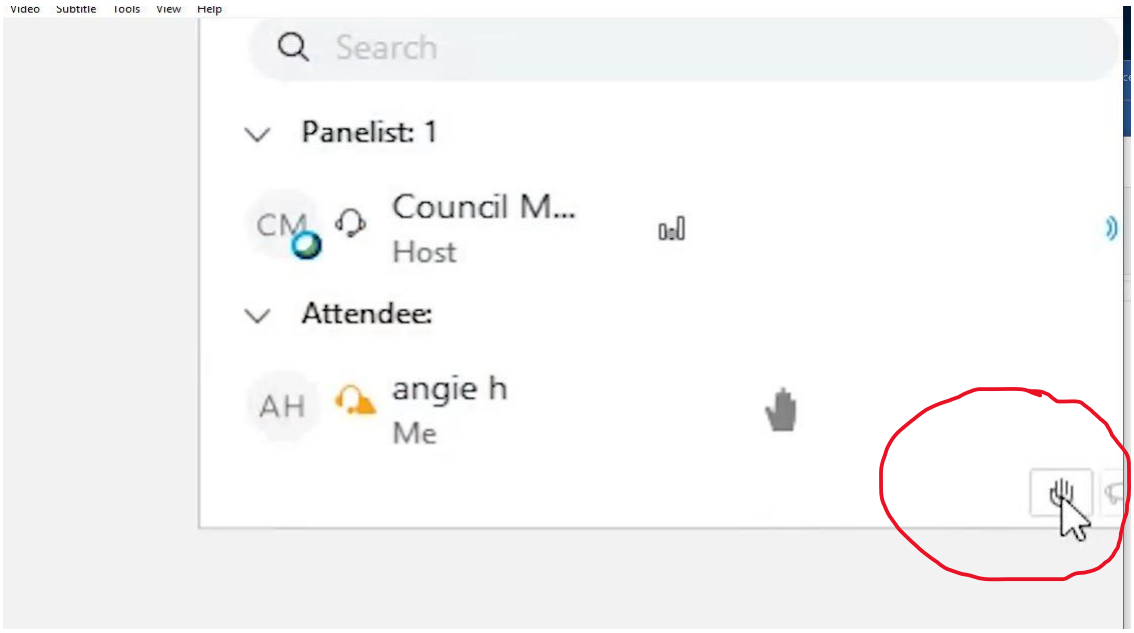
   The link will take you to the meeting and you will be prompted to enter your name and email address. Follow the prompts to and click "Join Event."



2. **How will the meeting be conducted?**
   The online meeting follows the same protocols as in-person meetings/hearings. In some cases, the committee decides when a resident can ask questions and when. The chair will work with staff to moderate the meetings to ensure protocols are followed and only one speaker at will be recognized at time as per standard meeting protocols to ensure an orderly process.

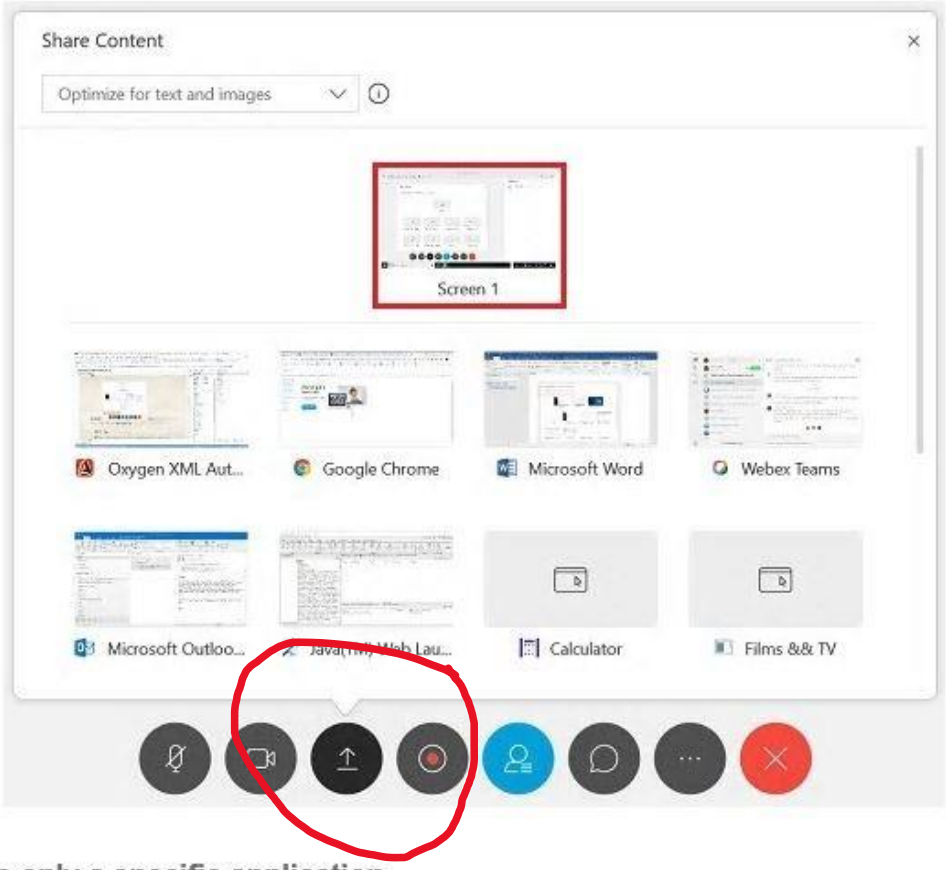
3. **How can I comment or present information at a meeting?**

   You should contact the assigned staff 48 hours before the meeting to ensure you will have a chance to speak. The assigned staff's contact will be on the meeting's agenda on the city clerk's website at https://www.phoenix.gov/cityclerk/publicmeetings. Staff will recognize audience members who let staff know ahead of time and registered as speakers then staff will recognize them to speak. Staff will serve as moderator to ensure that multiple people are not speaking at once. In some meetings you may be able to use the "raise your hand" function indicating you wish to speak or ask a question. Only those who have contacted staff in advance to speak will be able to use the" raise your hand" function.



4. **Can I share documents or a presentation using Webex?**
   Yes. We ask that you notify assigned staff prior to the meeting if you have anything to share. When it is your turn, you will hit the share button and then choose the screen or application you want to share.

Select **Share** and **Screen**.



Share only a specific application

When you share a specific application, others can't see anything other than the shared application. Fo

5. **Will my comments be recorded as part of the case file?**
   Yes. All comments and documentation will be part of the case file the same it would in the in-person meetings/hearings.

6. **How long will remote meetings continue?**
   Phoenix Planning and Development implemented the remote hearings and meetings effective April 20, 2020 in response to the City Council's Declaration of Emergency due to the COVID-19 virus. Meetings and Hearings will continue remotely through the duration of the emergency.