

# Participant Guide

## *How to participating in SDAB meetings*

### *Video Conference Participation*

#### MEETING LINK

- The login information to access the Microsoft Teams meeting is included on your notice of hearing and a link is posted on the SDAB [website](#).

#### ON THE MEETING DAY

- Have all relevant documents including the Board Report before you. To access the Board Report:
  - ✓ Go to the SDAB [website](#)
  - ✓ Download or save the Report and plans on your device

- Make sure your camera, microphone, speakers are fully functioning before you join the meeting

#### Join with Internet address:

- ✓ Type video conference link address from the Notice of Hearing in internet browser
- ✓ This will take you to a page where you can choose to either join on the web or download the app. If you have the app, the meeting will open there automatically

#### Join from Link:

- ✓ Click the meeting link
- ✓ This will take you to a page where you can choose to either join on the web or download the app. If you have the app, the meeting will open there automatically

#### Join with App

- ✓ Click **Join now** when prompted
- ✓ This takes you into a 'lobby'
- ✓ Wait in the lobby until you are admitted into the meeting by Appeal Board Administration

#### Join with Web Browser:

- ✓ Type in your name and select **Join now**
- ✓ If you have a Teams account, select **sign in** to view other features of the meeting
- ✓ This takes you into a 'lobby'
- ✓ Wait in the lobby until you are admitted into the meeting by Appeal Board Administration

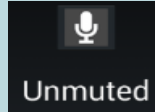
- To learn more, check out this [video](#)

Manage microphone/speakers/camera settings:

- ✓ Choose the audio and video settings you want
- ✓ Select the microphone image to mute yourself, click on the image again to unmute



Muted



- ✓ Select the camera image to turn Video off, click on the image again to turn on video



**WHEN ADMITTED INTO THE MEETING**

- Board Administration will register you when admitted into the meeting by asking you the following:
  - ✓ Full name
  - ✓ Appeal number
  - ✓ Status (Appellant, Applicant, Owner of Subject Property, Agent/Representative, Development Authority, Other)
  - ✓ Mailing address
  - ✓ Confirm that all materials including PowerPoint presentation were submitted by the submission deadline

**WHEN THE MEETING BEGINS**

- All proceedings are recorded
- The Board welcomes all participants
- Attends to each matter in the order shown on the Agenda

**DURING THE MEETING**

- When referring to pages in the Board Report please state the page number at the top of the page
- Do not share screen with the panel
- Do not use the chat feature – it will not be monitored during the hearing
- Panel members may ask parties questions after each presentation

## Teleconference Participation

<b>MEETING DETAILS</b>	<input type="checkbox"/> The login information to access the Microsoft Teams meeting is included on your notice of hearing and is posted on the SDAB <a href="#">website</a> .
<b>ON THE MEETING DAY</b>	<input type="checkbox"/> Make sure your phone system is fully functioning before you dial into the conference call <ul style="list-style-type: none"><li>✓ Dial the participant number</li><li>✓ Enter the access code when prompted</li><li>✓ This takes you into a 'lobby'</li><li>✓ Wait in the lobby until you are admitted into the meeting by Appeal Board Administration</li></ul> <input type="checkbox"/> If you wish to keep your <u>phone number private</u> , follow one of the applicable steps when calling: <ul style="list-style-type: none"><li>✓ <u>Landline</u>: dial *67, then enter the conference dial-in number</li><li>✓ <u>Cell phone</u>: dial #31#, then enter the conference dial-in number</li></ul>
<b>WHEN ADMITTED INTO THE MEETING</b>	<input type="checkbox"/> Board Administration will register you when admitted into the meeting by asking you the following: <ul style="list-style-type: none"><li>✓ Full name</li><li>✓ Appeal number</li><li>✓ Status (Appellant, Applicant, Owner of Subject Property, Agent/Representative, Development Authority, Other)</li><li>✓ Mailing address</li><li>✓ Confirm that all materials including PowerPoint presentation were submitted by the submission deadline</li></ul>
<b>DURING THE MEETING</b>	<input type="checkbox"/> All proceedings are recorded <input type="checkbox"/> The Board welcomes all participants <input type="checkbox"/> Attends to each matter in the order shown on the Agenda <input type="checkbox"/> Panel members may ask parties questions after each presentation

## Participant Etiquette

	<input type="checkbox"/> Please note that there will be other participants on the call; as such, it is expected that you: <ul style="list-style-type: none"><li>✓ Be in a quiet room with minimal background noise</li><li>✓ Find the most comfortable sitting position</li><li>✓ Have a pen and paper handy</li><li>✓ Be on time</li><li>✓ If you have an additional phone (e.g. work phone) ensure it is put on silent</li><li>✓ Always identify yourself before speaking</li><li>✓ Mute your phone when not speaking</li></ul> <p><u>iPhone &amp; Android</u></p> <ul style="list-style-type: none"><li>• To mute yourself during the conference call, tap the "Mute" button showing on your phone screen. Tap the "Mute" button again to unmute yourself.</li></ul>
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### Landline & others

- If the landline has a "Mute" button, tap the "Mute" button on the key pad. Tap the "Mute" button again to unmute when you want to speak.
  - Press "\*6" to Mute a landline or phone that does not have a "Mute" button or feature readily available. Press "\*6" again to unmute yourself.
- ✓ Speak loudly and clearly
  - ✓ Be respectful; do not interrupt speakers
  - ✓ Do not put the meeting on hold to take an incoming call
  - ✓ Avoid eating or chewing
  - ✓ Be mindful when turning pages of your materials
  - ✓ Pay attention and avoid being distracted
  - ✓ Sign off with a "goodbye" when your matter is concluded