

The City of Burnsville uses Zoom's "webinar" format for virtual public meetings. Zoom can be used on a computer, tablet or smart phone, but viewing shared presentations may be easier from a computer or tablet.



Watching a Meeting

- You can watch virtual public meetings the same way you watch in-person meetings!
- Watch on:
 - Comcast cable channels 16 or 859
 - Online at www.burnsvillemn.gov/meetings
 - PEG.TV Roku channel
- You will be able to see and hear all of the elected officials and presenters

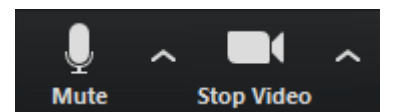


Speaking at a Meeting

- Please notify the City Clerk at CityClerk@burnsvillemn.gov or 952-895-4490 at least one hour prior to the meeting if you wish to speak to an item to ensure your message is received
- If you want to speak during a meeting you will have to log onto Zoom. You can log in online or call in from a phone. Information about logging into specific meetings can be found at www.burnsvillemn.gov/calendar
 - If logging in online, click the meeting URL then click on "Open Zoom." If your device has difficulty with this, click on "Join from Your Browser" near the bottom of the screen
 - If calling in with phone audio you will need to enter the meeting ID
- You will be able to log in 10 minutes prior to the meeting's start time
- After you speak, please choose the "Leave Meeting" button or hang up the phone. You can continue to watch the meeting on TV or online

Logging in Online

- When you enter the meeting you may be asked to register by entering your name and email address. Please enter your first and last name so that moderators can call on you to speak
- Your microphone will automatically be muted and you will not be able to see yourself when you first enter the meeting. You will only see the elected officials/staff members who are designated as panelists
- When it is time for you to speak, the meeting chair will recognize you. One of the meeting moderators will switch your status from "Attendee" to "Panelist." Your screen may flicker during the switch
- Once you are a panelist, please turn on your camera and microphone so that your presentation is properly recorded
- When your time to speak has finished, one of the moderators will switch your status from "Panelist" to "Attendee." Your screen may flicker during the switch



Audio and video controls on a computer or tablet



Audio and video controls on a smart phone

Calling in on a Phone

- If you are also watching the meeting on TV or online you **must** mute the video you are watching before calling in. If you do not mute the video you will create loud audio feedback during the meeting
- When you call into the meeting you will be placed into a waiting room. This is to allow staff to moderate how many people can speak at once. You will hear a message saying you are "on hold." Unfortunately, Zoom does not provide any hold music, but please stay on the line and a staff person will let you into the meeting shortly
- Your phone will automatically be muted when you first enter the meeting.
- If you wish to speak, press *9 to indicate to the moderator that you are "raising your hand." When it is time for you to speak, the meeting chair will recognize you. Please unmute your phone by pressing *6 to speak and mute your phone again by pressing *6 when you have finished

Submitting a Public Hearing Comment

- To submit oral comments during a public hearing, follow the instructions above for "Speaking at a Meeting"
- You may also file written comments with the City Clerk before the hearing at CityClerk@burnsvillemn.gov

Help!

- If you would like to practice logging in, setting up your microphone/speakers/camera, sharing your screen and giving a presentation you can create a private test meeting. Learn how to create a test meeting at <https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting> (note, the test meeting uses Zoom's "meeting" format rather than the "webinar" format so the test meeting may look slightly different than the live virtual meeting)
- A City staff person will be logged into every public meeting as a host or co-host. If you would like to ask a question use the chat feature to send a message to City staff