

Guide to Virtual Public Hearings For Applicants and the Public

Planning Board, Zoning Board of Appeals, and Preservation Commission

Due to the ongoing COVID-19 pandemic, the Planning Board, Zoning Board of Appeals, and Preservation Commission are conducting their usual public hearings virtually. The Town of Brookline uses the Zoom videoconferencing platform for this purpose. This document provides guidance to applicants and to members of the general public about how these boards will operate in a virtual setting and how the features and tools of the Zoom platform will be used in such settings.

How to Join a Virtual Meeting/Hearing

Meeting agendas for these boards are posted on the Town Calendar, which can be viewed at this link: <https://www.brooklinema.gov/calendar.aspx>. For any virtual meeting, the agenda will provide information on how to join the meeting.

1. **Register for the meeting.** The agenda will usually provide a link to register for the meeting (see *example agenda below*). Click the link provided in the agenda and enter your information. You can register at any time (even during a meeting in process)! Once registration is complete, the host will send you an email (*example below*) inviting you to add the meeting to your calendar.

Planning Board Virtual Meeting (Zoom), Thursday, 7/16/2020, 7:30 PM

Thursday, July 16, 2020

Date: July 16, 2020
Time: 7:30 PM - 9:00 PM
Location: Zoom
Address: Brookline, MA 02445
Email: [Email](#)

PLANNING BOARD MEETING
Thursday, July 16, 2020 at 7:30 P.M.

Virtual Meeting (Zoom)

Register for the meeting:
https://brooklinema.zoomgov.com/webinar/register/WN_pGDKOEr0TRW5smQd7J5NrQ

After registering, you will receive a confirmation email containing information about joining the meeting.

2. **Add Meeting to Calendar.** Accepting the invite from the host will add the meeting to your calendar. In the meeting information, you will find the link to join the meeting at the designated time. This link is also available directly from the host's invite email.

Hi **Attendee**,

Thank you for registering for **Meeting Name**.

Please submit any questions to: **host email**

Date Time: Jul 21, 2020 07:00 PM Eastern Time (US and Canada)

Join from a PC, Mac, iPad, iPhone or Android device:
[Click Here to Join](#) ← **Link to join meeting**

Note: This link should not be shared with others; it is unique to you.

Password: **XXXXXXXXXX** — **Links to add meeting to your calendar**
[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

3. **Join Meeting.** At the meeting start time, go to the calendar event created in the last step and simply click the link to join the meeting. Note that you may be asked to download and install Zoom if you haven't already. This is not necessary (you can join a Zoom meeting directly through your internet browser), but it is recommended.

Joining by Phone. If you wish to join the meeting by phone, instructions to do so are also available in the host's invite email after you register. Note that members of the public who join the meeting by phone may have only a limited ability to participate in the meeting.

Applicants. Applicants who will be presenting their case to the boards will likely receive a more personalized invitation to make them a Panelist (see types below). Applicants who receive such invitations should follow the steps therein (similar to the above).

Virtual Meeting Participants (Types)

HOST/CO-HOST: The host /co-hosts will run the meeting, promoting and demoting applicants and members of the public. The Host is usually a member of Town Staff and is your go-to person should you have questions or comments:

Host Privileges	
Audio	✓
Video	✓
Screen-Sharing	✓
Chat	✓
Promoting/Demoting	✓

PANELISTS: Panelists include Board/Commission Members, Town Staff, and Applicants/Agents who are presenting their case:

Panelist Privileges	
Audio*	✓
Video*	✓
Screen-Sharing*	✓
Chat	✓
Promoting/Demoting	X

*Only with Host/Co-Host's permission

ATTENDEES: All Attendees must **register** to enter the meeting (see “How to Join a Virtual Meeting/Hearing). As an Attendee you may only watch/listen to the event. The Hosts and Panelists can only see your name. To communicate with the Host/Panelists, you should use the “Chat” feature or the “Raise Hand”.

Attendee Privileges	
Audio**	X
Video**	X
Screen-Sharing**	X
Chat	✓
Promoting/Demoting	X

**The Host/Co-Host can promote you to Panelist to provide comment

Participating in a Virtual Meeting

Note: all virtual meetings are recorded.

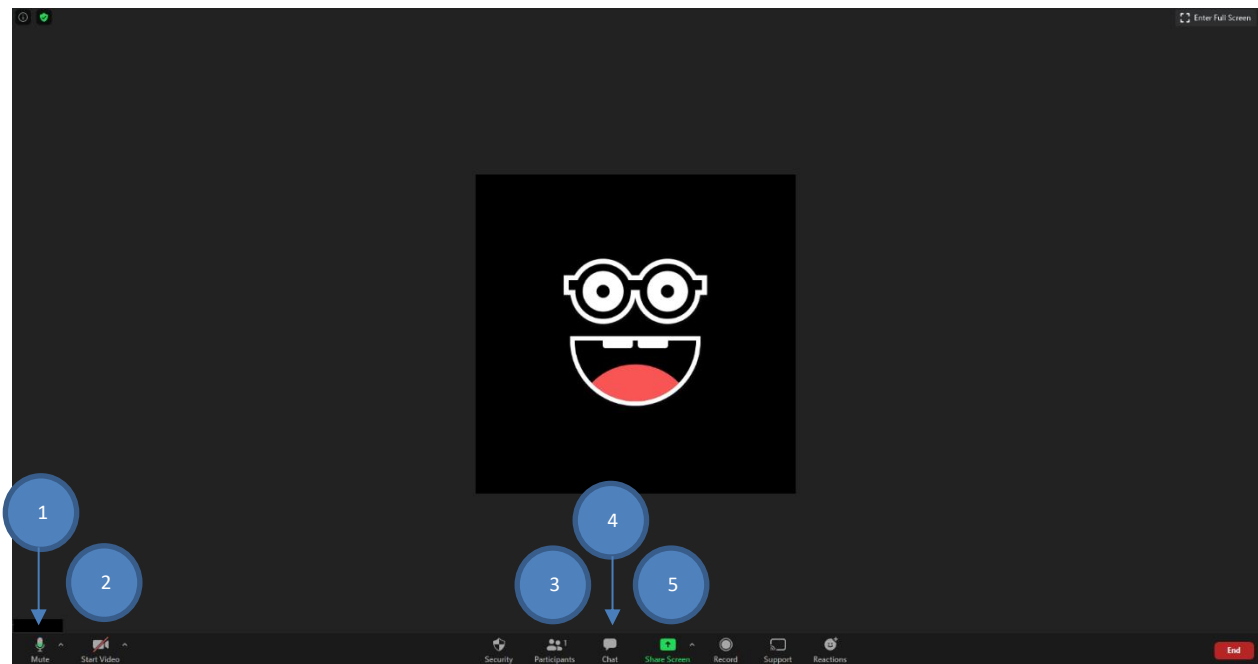
Applicants



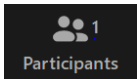
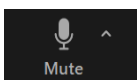
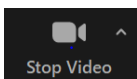


Applicants and their agents will usually be invited to join the meetings as Panelists, or if they join the meeting as Attendees, the host will promote them to a Panelist as needed to answer questions. When their case is being discussed, applicants will be promoted to the Panelist role where they will be allowed to use the “Share Screen” tool to make a presentation. As Panelists, applicants will also have the ability to mute/unmute themselves and turn their video on/off. Applicants are strongly encouraged to email any presentation materials to the host ahead of the meeting.

Members of the Public

After applicants have completed their presentations and after the board members have had the opportunity to ask questions, the meeting will be opened up to public comment. **Members of the public who wish to make public comments must use the “Chat” tool to alert the host and panelists that they wish to speak.** If you request to make a public comment for the record, the Host/Co-host will **promote** you to a Panelist where you will need to **enable your audio and video** to provide your comment/question. **Once promoted, please state your name and address for the record & mute yourself when you are not speaking.**

Zoom Tools and Interface



ID#	ICON SYMBOL	MEANING	WHO CAN USE
1		We <u>can't</u> hear you. To <u>enable</u> your audio, click on this icon	Hosts / Co-Hosts Panelists
2		We <u>can't</u> see you. To enable your video, click on this icon	Hosts / Co-Hosts Panelists
3		To view the list of Panelists and Attendees, click on this icon	Hosts / Co-hosts Panelists Attendees
1		We <u>can</u> hear you. To <u>disable</u> your audio, click on this icon	Hosts / Co-hosts Panelists
2		We <u>can</u> see you. To <u>disable</u> your video, click on this icon	Hosts / Co-hosts Panelists
5		To share your screen, click on this icon. The Host must give you permission	Hosts / Co-hosts Panelists*
4		Utilize this icon to chat with Hosts or Panelists	ALL PARTICIPANTS