

Public Input and Viewing for Urbana City Council Meeting (Monday, March 23, 2020)

Anyone can watch the meeting on [streaming services](#), UPTV, or attend in person. We ask that if you possibly can, submit your public comments by email by 7:00 pm to cityclerk@urbanaininois.us - These will be read per city council rules and [time limits](#).

You will be able to use a phone to call in.

- Please turn-off the sound from watching the meeting first, as there will be a lag in the audio. Join by calling 1-312-626-6799.
- Callers will then be asked to enter the Meeting ID number followed by the # key. The Meeting ID number is 334 290 573.
- We ask that you mute yourself until the time for public input.

You will be able to use a computer to address City Council using Zoom.

- Make sure you have a microphone on your computer if you wish to speak. Please identify yourself for the record if you do speak.
- You do not need to install software to use Zoom. You can click "Join from your browser." It appears Zoom prefers for users to download and install their meeting client software on your computer. Choose the option you are comfortable with and note, these may be browser specific.
- Please turn-off any sound from other sources such as UPTV or cable, as there will be a lag in the audio if you are also watching the meeting. You should see the meeting video stream through Zoom, see the staff presentation slides, and hear people talking.
- The link to join by computer is <https://zoom.us/j/334290573>
- Please turn off your webcam video feed as everyone connected will be able to see you and your background. This Zoom session will be recorded as part of the record.
- We will not be using the Chat or Participant windows for this meeting.
- You can find tutorials and help information here: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

As a reminder, public input can be received before the meeting via email as listed above. The video recording will be available on UPTV's YouTube channel and via the Meetings Calendar on the city's website, usually by the following day at noon.

This is a work in progress, a learning situation, so we ask for your patience as we move forward. Thank you for your understanding in this difficult situation.

Two websites with some additional tips and tricks:

<https://www.groovehq.com/blog/zoom-tips-and-tricks>

<https://www.colorado.edu/ocg/ocg-staff-resources/meeting-resources/zoom-meeting-tips-tricks>