From: Jenna Miller <jmiller2@ashevillenc.gov>
Sent: 5/11/2021 6:03:28 PM
To: undisclosed-recipients:
Cc:
Bcc: Patrick Conant, jonwainscott@gmail.com, Andyb505@gmail.com, greenleafclarke@pm.me, innkeeper@pinecrestbb.com
Subject: Fwd: Instructions to Participate in Tonight's City Council Meeting

---

Hello, this is Jenna with the City Manager's Office. We have you signed up to speak at the City Council meeting under Informal Discussion. **Please follow steps below and join the speaker queue by pushingÂ * 3 now**. We cannot enter you into the meeting to speak live until you enter the queue.Â

Thank you!

THE CITY OF ASHEVILLE

Â

Instructions to Participate in Tonight's City Council Meeting

Â

Thank you for signing up to speak at the **May 11** Asheville City Council meeting. We hope you will find the below directions helpful for participation in tonightâ€™s meeting.

Call in and listen to the meeting live:

- Call the toll-free public engagement line at 855-925-2801.Â
- When prompted, enter the meeting code 8345.
- You will hear a message that says press * for more options.Â
- Press *.
- You will hear a menu of choices, including Press â€œ3â€ to join the speaker queue.Â
- Press â€œ3â€ to join the speaker queue.
- To best ensure staff canÂ support you in the case of technical difficulties, we ask that you join the queue no later than the beginning of the agenda item before the agenda item on which you have signed up to speak. If you are signed up to speak under the consent agenda, please join the queue at the beginning of the meeting. Additionally, if you have joined the speaker queue and need to disconnect before your time to speak, please hit *4 before hanging up. You can then call back in using the same directions listed above and staff will enter you back into the speaker queue.
- Following these steps will allow staff to confirm that all speakers who have signed up are standing by to be brought into the meeting under the correct agenda item. Joining

the speaker queue as soon as you call in will be essential to a smooth public comment process.Â

In an effort to support public comment participants, staff will contact speakers who have not joined the speaker queue. We will use the alternative contact information you provided in the sign-up form.

Â

When to expect when it is your turn to speak

- You will hear staff announce the name of the caller and the area in which the caller lives before we bring you into the meeting.Â
- After you hear staff say your name, you will hear an automated voice on your phone say, â€œyou are now joining the meeting.â€Â
- We are asking all speakers to **state their name** and **where they live before they start speaking**.Â
- Begin your public comment.
- Once the time limit for your comment has been reached (3 minutes), you will hear a bell. Please end your comments when you hear the bell.

What if I also want to view the meeting?

In addition to listening to the meeting through the live phone line, some users may also want a visual experience. Here are three ways to watch the meeting:

- Watch the live stream through the City of Asheville Public Engagement Hub at https://publicinput.com/J7530.
- Watch a live stream of the meeting on the Cityâ€™s YouTube Channel at youtube.com/cityofasheville.Â
- Watch on Charter Cable channel 193 and on AT&T U-Verse channel 99.

Please remember you must turn down the volume on your computer or TV when it is your turn to provide public comment.

Â

A few final pieces of information...

Click here to view the speaker order for tonight's meeting. .Â

We have also posted the names of all who have signed up to speak on the Virtual Engagement Hub for 5.11.21 for this meeting.

Names are in the order they will be brought into the meeting. They are also organized by each agenda item.

It may be helpful to jot down the names of some of the people who are slated to speak right before you.