



Committee on Accessible Transportation Guide: How to provide public comment using Webex Webinar

Use the Webex Webinar information found on the meeting agenda. Upon entering the Webinar meeting, you will be automatically on mute and your camera will be off.

The public will be given the opportunity to speak during the Public Comment portions of the agenda. Sign up to speak by completing this [Sign Up Form](#). Advance sign up is not required, but is requested by 8:30 a.m. the day of the meeting to support the administration of the remote meeting platform.

IF YOU SIGNED UP TO SPEAK

The Chair will announce and open Public Comments.

- Comments will be taken in order of sign-up and limited to 3 minutes.
- When the Chair calls your name:
 - unmute your microphone
 - State your first and last name and address
 - Limit comments to three minutes
- After you have made your comments, please “Mute” your microphone

ADDITIONAL COMMENTS

The Chair will ask if anyone else would like to make public comments. Those interested will need to “Raise their Hand” at this time.

- Use the “Raise Hand” feature to indicate you want to participate in public comment. Click the Participants Icon to open the Participants tab.

Chat feature to type comments

- **Right side window**
- **Chats are recorded**



- Locate the “Participant” List and Click “Raise Hand,” to indicate that you would like to make a comment.
- When the Chairperson calls your name, you will need to unmute your microphone to begin speaking
- After you have made your comments, please Mute your microphone.