Due to recommended social distancing practices the public is invited to view meetings online and participate remotely. Elected officials, presenters, and staff members may not be physically present at the meeting and may all be participating remotely.

Your options for watching or participating in public meetings:

To **just watch** a meeting live: Please visit the City of Cheyenne's Facebook page and watch it live via Facebook. **Please note that this option will not allow any interaction with the meeting.**

If you would like to **Participate** in a public meeting, you will need to log on to the Zoom meeting using a computer, tablet, or smart phone. You can also call into the Zoom meeting via the information on the city website: https://www.cheyennecity.org/Home/Tabs/Featured-Links/Electronic-Conference-Meeting

Instructions to join a meeting via Zoom:

This option is intended for those who wish to participate in a meeting as the applicant or a member of the community making public comment.

1. Please use the link on the City of Cheyenne Webpage for the meeting you would like to participate in.

2. Click the link or copy the URL to your browser. The Zoom password is listed with the URL on the webpage.

    a. Remember, Zoom links will change for each meeting and will be found on website as meetings are created.

        i. Find meeting URLs here: http://www.cheyennecity.org/134/City-Council

3. Type in your first and last name and your email address as prompted. The password is included with the meeting link for the meeting you are wanting to participate in.

    a. Those who do not provide a valid name will not be recognized and will not have the ability to speak in the meeting.

4. Once you have joined the meeting, familiarize yourself Zoom's tools and options.

    a. Of particular importance is the "raise hand" feature. Please locate this tool if you desire to make public comment. This is the only way we will know you want to make a comment.

        i   The Raise Hand feature is located in the lower center of the screen.

    b. **If you are a call-in only user**, you can raise your hand and be recognized by the host of the meeting. To raise your hand, you dial ***9**.

        i   You will hear a prompt that says that you have raised your hand. You will also hear a prompt when you are being recognized by the host and can now speak.

        ii After speaking your hand will be lowered and you will be muted again.

    c. As you join the meeting, your audio will automatically be muted.

        i   You will not have any control to unmute yourselves, that will be handled by the Host of the meeting.

5. When public comment is open. The meeting Host will look for those that have "raised their hand." Your name will be announced, and your microphone will be unmuted. At that time, you can state your name and comment.

   a. You will be heard by all those participating in or watching the meeting. Your video will not be projected, only audio.

   b. Please be in a place with no background noise and speak in a clear, strong voice.

- The Zoom chat feature will not be used.

- We encourage you to log in early for any given meeting. Typically, the host of the meeting will open the meeting at least 15 minutes prior to the meeting start.

- If you've not used Zoom before, you may be required to download Zoom's tools and/or software and apps. The Zoom platform, its tools, and apps are provided by Zoom directly. As these services are from a third party, we aren't able to provide support directly to end users. If you should have trouble with the platform, please reference Zoom's help resources at https://support.zoom.us/hc/en-us

Please understand for these virtual City Council meetings, just like any public meeting, uncivil discourse, threatening language, or disruptions will not be allowed from participants.

Please be patient with us as we work through the wrinkles that are introduced when trying to handle a meeting in this matter. We are all doing our best to keep things moving within the city while observing the social distancing guidelines being put forth.