

VIRTUAL HEARING PARTICIPANT GUIDE

MEETING INVITATION	<ul style="list-style-type: none"> <input type="checkbox"/> Information about the Microsoft Teams (Teams) meeting for the hearing will be sent to you, via the email you provided. Review that email and make sure to take note of the following from the email message: <ul style="list-style-type: none"> ▶ Meeting date ▶ Meeting time ▶ Participant access link (the link you click on to join the meeting) ▶ You will not be sent a meeting “invitation” but the information for the meeting will be included in the body of the email. This is done to keep the email addresses private from others joining the meeting.
HOW TO USE TEAMS ON YOUR DEVICE	<ul style="list-style-type: none"> <input type="checkbox"/> If you are using a computer that you have not used Teams before, you do not need to install anything before you can enter the Teams meeting on the meeting date. <input type="checkbox"/> If you are using a cell phone, iPad, tablet or other device, check to see if you have to download the MS Teams application on your device before you can join the meeting on that device. You can find the MS Teams App in the Application store for your device.
ON THE MEETING DAY	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure your camera, microphone, and speakers are fully functioning before you join the meeting. <input type="checkbox"/> To ensure the hearing can begin promptly at 6:00 p.m., you may join the meeting beginning at 5:30 p.m. to test your equipment. <p style="margin-left: 20px;"><u>To Join with Audio and Video:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Open the meeting email which will say: <div style="margin-left: 20px;"> <p style="font-size: 1.2em; margin: 0;">Microsoft Teams meeting</p> <p style="margin: 0;">Join on your computer or mobile app</p> <p style="margin: 0;">Click here to join the meeting</p> <p style="margin: 0;">Or call in (audio only)</p> <p style="margin: 0;">+1 437-703-4273,,485351086# Canada, Toronto</p> <p style="margin: 0;">(833) 827-2682,,485351086# Canada (Toll-free)</p> <p style="margin: 0;">Phone Conference ID: #</p> <p style="margin: 0;">Find a local number Reset PIN</p> <p style="margin: 0;">Learn More Meeting options</p> </div> <ul style="list-style-type: none"> <input type="checkbox"/> Choose “Click here to join the meeting” or you can phone in, using the phone number above, which is also in the email you received. <input type="checkbox"/> Either way, you will be prompted to enter the Conference ID. The Conference ID will be listed in the hearing invitation. Each meeting has its own Conference ID. <input type="checkbox"/> When it prompts you, enter your name for the meeting. <input type="checkbox"/> Then you will enter the meeting. You can close the window or click on “Leave” to exit the meeting if it has not started yet.

	<ul style="list-style-type: none"> <input type="checkbox"/> Have all relevant documents, including the Board Report, available to you. The Board Report will be made available on the City’s website 2-3 days prior to the hearing. To access the Board Report: <ul style="list-style-type: none"> ▶ Go to the SDAB page on the City’s website (https://www.airdrie.ca/index.cfm?serviceID=1238) ▶ Print, download or save the Report on your device
<p>WHEN THE MEETING BEGINS</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The Chair of the Board will welcome all participants and read out hearing procedures to be followed. <input type="checkbox"/> Any participant who hasn't already registered with the Clerk of the Board will be asked to unmute their mic (one at a time) and provide the Clerk with the following: <ul style="list-style-type: none"> ▶ Full name ▶ Address ▶ Status (Appellant, Applicant, Registered Owner, Agent/Representative, Affected Party) ▶ Indicate whether you would like to speak ▶ Confirm that all materials, including any presentations, were submitted by the submission deadline
<p>DURING THE MEETING</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The Chair of the Board will call on each participant when it is their turn to speak. <input type="checkbox"/> When referring to pages in the Board Report, please state the page number at the bottom of the page. <input type="checkbox"/> Do not share your screen with the Board. <input type="checkbox"/> Do not use the chat feature – it is for the Board’s use only. <input type="checkbox"/> <u>If you need to talk to the clerk during the hearing, you can email the clerk or telephone the clerk at the phone numbers sent to you.</u> <input type="checkbox"/> Board members may ask parties questions after each presentation.
<p>PARTICIPANT ETIQUETTE</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Please note that there will be other participants in the call. It is expected that you: <ul style="list-style-type: none"> ▶ Mute your device when not speaking ▶ Do not record the meeting ▶ Be in a quiet room with minimal background noise ▶ Find the most comfortable sitting position ▶ Have a pen and paper handy ▶ Be on time ▶ If you have an additional phone, ensure it is put on silent ▶ Always identify yourself before speaking ▶ Speak clearly and not too quickly ▶ Be respectful – do not interrupt other speakers ▶ Do not put the meeting on hold to take an incoming call ▶ Avoid eating or chewing ▶ Be mindful when turning pages of your materials ▶ Pay attention and avoid being distracted 	