



City of Dallas

Hybrid Public Meetings

Tips on Joining Virtually

Please note that due to Texas Open Meetings Act which went back into full effect on September 1, 2021, all participants **must show their faces** when addressing/participating in the meeting. This means that by registering to join via videoconference, you **agree to access and maintain your video feed.** No telephonic joining/speaking is allowed.

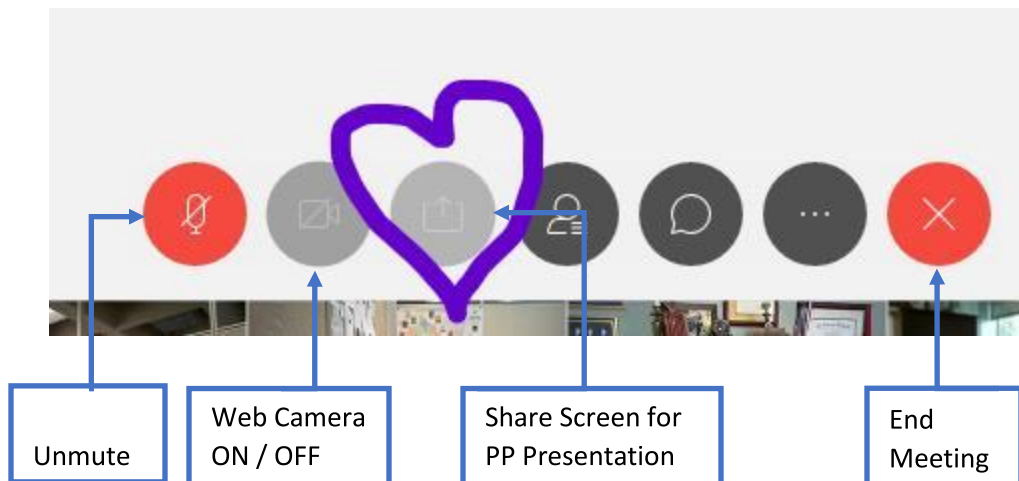
If you are unable to comply with joining the videoconference or do not have the capability to join online, please visit the live meeting at Dallas City Hall, 1500 Marilla St. The exact room will be on the posted agenda on our [webpage](#) or the [City Secretary's webpage](#).

All speakers are granted three minutes to address the board.

Videoconference Participation

Google Chrome and FireFox are the ideal internet web browsers to use with WebEx. The moderator will unmute you when it's your turn to speak.

For **Speakers with a presentation**, you will see the following at the bottom of the screen when you log into WebEx. The icon in the purple heart allows the presenter to share (and un-share) what is on your screen. First, open your presentation and put it in slideshow mode. Then, share your screen when prompted by staff. You will then be able to show your presentation and advance your own slides. The mute button is located on the far left below. Keep your mic muted until it is time for you to begin speaking to the Board.



Please be mindful of what else may be showing on your screen. Ensure your internet connectivity is reliable. Mute your mic when you are not speaking. Also, silence other devices participating in the meeting. When you are finished with your presentation un-share your presentation.

Viewing of the Board of Adjustment public hearing can be accessed on Spectrum Cable Channel 96 or 99; [YouTube.com/CityofDallasCityHall](https://www.youtube.com/CityofDallasCityHall) for live streaming, or the WebEx link on the posted agenda on our [webpage](#) or the [City Secretary's webpage](#).

Quick Tips for videoconference participation

- Use neutral background
- Use a quiet location and cut background noise
- Create good lighting
- Use laptop, not phone/tablet
- Test the technology
- Raise your webcam to eye-level
- Use a good microphone
- Position camera in a manner that you have a few inches between the bottom of the screen and your face as the City of Dallas information banner will cover a portion of your face if you do not provide a gap
- Turn off notifications as they will ping during your presentation
- Look at camera, not screen, when talking
- Avoid multitasking