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## City of Bellingham

The city of Bellingham is using Zoom Webinar as its platform for remote public meetings.

### REGISTRATION:

If the public meeting uses a registration process the registration URL will be located on the published meeting agenda. Members of the public are encouraged to pre-register before the meeting starts but can also register as they join the meeting. After registering an email will be sent to the registered person that includes a personal link to join the webinar at the scheduled time.

### ZOOM APPLICATION AND TESTING:

The zoom application can be downloaded here: <https://zoom.us/download>. There are links for the computer client application, browser plug-ins as well as links to installing it on your smart phone from either the Apple or Google Play stores. There is no specific app for webinars, a webinar is a special type of meeting so for a computer the Zoom Client for Meetings is all you will need.

If you have never used Zoom, it is highly recommended that you test your device (computer or smart phone) using the zoom test site here: <https://zoom.us/test>. The City of Bellingham cannot provide zoom support, if you need assistance please use the zoom support page here: <https://support.zoom.us>.

### JOINING THE WEBINAR:

When it is time to join the webinar, you can use the link in your registration confirmation email (if registration was used) or the link to join the meeting in the Agenda. You can also go to <https://cob.zoom.us> and click on the join button. If you use the join button you will be asked for the Meeting ID, Password and Participant ID. These values (Meeting ID & Password) can be found on the published Agenda or registration confirmation email (Meeting ID, Password & Participant ID).

When using the Zoom application, you can join the audio using your computer/smart phone if your device has a microphone and speakers. You can also join the audio by telephone and link it to your computer session by using the participant ID. Optionally You can attend the meeting by phone only.

To join by phone dial any of the following numbers: (253) 215-8782 OR (346) 248-7799 OR (669) 900-6833 OR (312) 626-6799

You will be prompted for the Meeting ID, Password and your Participant ID.

### PARTICIPATION IN THE WEBINAR:

Members of the public are limited to an observational/listening/audience role in the meeting until the public comment or public hearing portion of the meeting. At that point members of the public will be asked to raise their hand to speak. You can raise your hand using the raise hand button in the application or by pressing \*9 on your telephone. Once called upon you will be un-muted and allowed to give your statements.