

HOW TO SPEAK AT A VIRTUAL HEARING EXAMINER HEARING PHONE INSTRUCTIONS

Whatcom County Hearing Examiner uses Zoom Webinar as a platform for virtual hearings.

1. ZOOM LOG IN INFORMATION

Meeting links available online under “Hearing Examiner Virtual Meetings” at www.whatcomcounty.us/virtualhearingexaminer.

2. JOIN THE MEETING BY PHONE

1. Call into the meeting using the meeting phone number and follow the prompts.
2. Enter the Webinar/Meeting ID provided followed by #.
3. Enter # when prompted for a Participant ID. (There is no ID for attendees joining by phone)
4. Enter the Password provided followed by the #.
5. You will then be connected to the meeting, and your microphone will be muted.

3. SPEAK DURING THE PUBLIC HEARING

The Hearing Examiner will announce opportunities to speak or comment.

1. If you would like to speak, please virtually “raise your hand” to be recognized to speak.
 - To “raise your hand” by phone, press *9 on your number keypad
2. Staff will call upon attendees with raised hands by the last three digits of a caller’s phone number.
3. When called on to speak, the host will unmute your microphone.
4. You will hear a message indicating your microphone is unmuted.
5. Please **state your full name and address** for the record.

If you have any questions, please contact the Whatcom County Council Office at CouncilHearingHelp@co.whatcom.wa.us or 360-778-5010.