



Virtual Public Meetings

INSTRUCTIONS FOR PUBLIC PARTICIPANTS

The City of Chanhassen uses Zoom’s “webinar” format for virtual public meetings. Zoom can be used on a computer, tablet, or smart phone.

Watching a Meeting

Watch virtual public meetings the same way you watch in-person meetings!

Watch on: Mediacom channel 107.2 or Online at www.ci.chanhassen.mn.us/agendas

You will be able to see and hear all of the elected officials and presenters but will not be able to turn on your camera or speak until called upon.

Speaking at a Meeting

Please register to speak via zoom by 5 p.m. on the day of the meeting. You can find the registration link on the meeting agenda, www.ci.chanhassen.mn.us/agendas or the meeting calendar at www.ci.chanhassen.mn.us/calendar on the city’s website.

Submitting a Public Hearing Comment

- To submit oral comments during a public hearing, follow the instructions above for “Speaking at a Meeting”
- You may also file written comments with the City by emailing publiccomments@ci.chanhassen.mn.us (City Council) or pccomments@ci.chanhassen.mn.us (Planning Commission)



Logging in Online

- When you enter the meeting you may be asked to register by entering your name/email address. Please enter your first and last name so that moderators can call on you to speak
- Your microphone will automatically be muted and you will not be able to see yourself when you first enter the meeting. You will only see the elected officials/staff members who are designated as panelists
- When it is time for you to speak, the meeting chair will recognize you. The meeting moderators will switch your status from “Attendee” to “Panelist.” Your screen may flicker during the switch
- Once you are a panelist, please turn on your microphone and if desired, your camera
- When your time to speak has finished, one of the moderators will switch your status from “Panelist” to “Attendee.”

Join Zoom by Phone

- If you are also watching the meeting on TV or online you must mute the video you are watching before calling in. If you do not mute the video you will create loud audio feedback during the meeting
- When it is time for you to speak, the meeting chair will recognize you. Please unmute your phone by pressing *6 to speak

Additional Comments

- If you have not registered to speak and the meeting chair asks for additional comment, you will have the option to virtually “raise your hand” so that the meeting moderator can call on you to speak
- If you have joined the meeting by computer/tablet, please click the “raise hand” icon on the bottom of your screen
- If you have joined the meeting by phone, please press * 9 to raise your hand.

HELP!

- If you would like to practice logging in, setting up your microphone/speakers/camera, sharing your screen and giving a presentation you can create a private test meeting. Learn how to create a test meeting at <https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting> (note, the test meeting uses Zoom’s “meeting” format rather than the “webinar” format so the test meeting may look different than the live virtual meeting)
- If you need help during the meeting, email publiccomments@ci.chanhassen.mn.us (City Council meetings) or pccomments@ci.chanhassen.mn.us (Planning Commission meetings) for assistance