

Participating in Electronic Meetings

Information for registered public speakers

In This Tip Sheet

- [What to expect in an electronic meeting](#)
- [Joining the electronic meeting](#)
- [Accessibility](#)
- [Tips and troubleshooting during the meeting](#)
- [Privacy](#)

What to expect in an electronic meeting

Members of Council, City Staff and the public will be participating in the meeting in person and by video conference. In-person participants will appear in the video conference, and the video conference will be displayed in the meeting room.

1. The meeting begins when the Chair calls the meeting to order.
2. Committee members review the agenda and may set the an order for items they will consider.
3. Your speaking time and/or the order you appear on the Speaker's List is not guaranteed. The Chair will call registered speakers in the order that they appear on the Speaker's List, whether they are speaking in person, or by video conference or telephone.
4. You will have 5 minutes to speak to the Committee, unless the Committee decides otherwise. The Chair may advise you when your time is almost up.
5. You have the option to turn on your camera and unmute your mic and share presentation material when the Chair calls your name to speak. You will not be able to turn on your camera or mic before the Chair calls you to speak. Please ensure your screen name clearly identifies you so that these features can be enabled quickly.
6. After speaking, Members may ask you questions.
7. Once you have finished speaking and answering any questions, you may disconnect from the meeting and continue watching online at www.youtube.com/TorontoCityCouncilLive.

Joining the electronic meeting

Connect to the electronic meeting using a phone, computer, or mobile device. Mobile devices, like smart phones or tablets, require you to download the Cisco Webex application. The Webex Application is available for download in the Google Play or Apple App Store.

If this is the first time you're joining a meeting on your computer, Webex automatically downloads the app. Click the installer file to install the app and follow the instructions.

If you're joining from a Linux computer or Chromebook, you aren't prompted to install anything. The meeting simply opens in your browser.

Use this link to test Webex meetings on your device: <https://www.webex.com/test-meeting.html>.

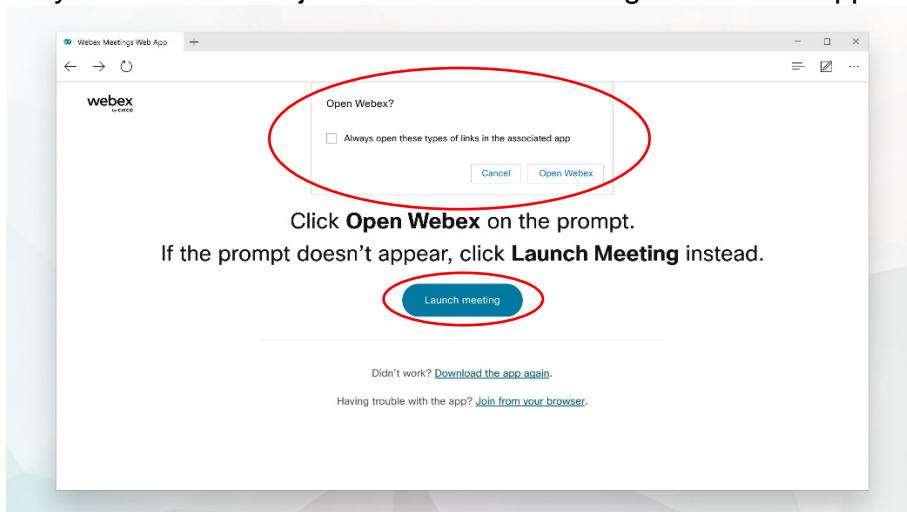
By Phone:

Call from the telephone number you provided at the time of registration, so that we can identify your connection.

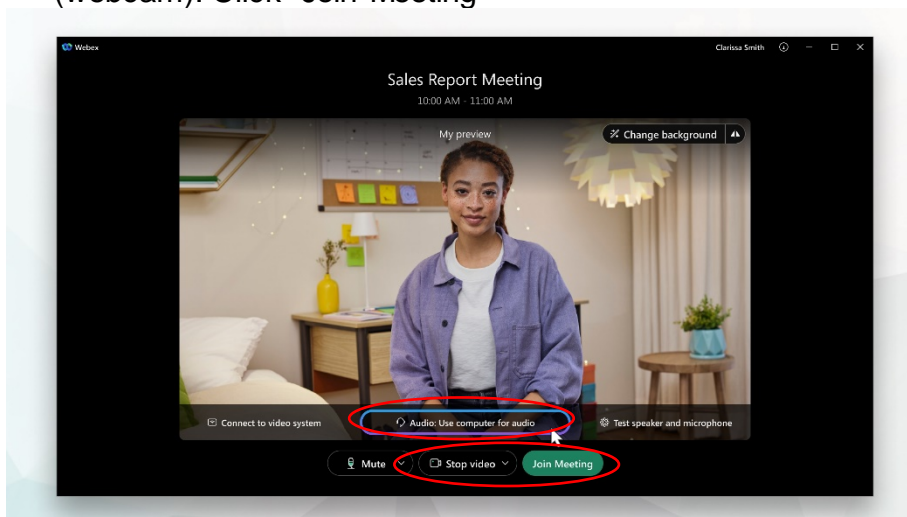
1. Call 416-915-6530
2. Follow the prompts to enter the meeting ID and numeric event password provided in your registration email.
3. Press "*" 6" to mute or unmute or use your phone's "mute" option. You will be able to unmute your mic when the Chair calls your name to speak.

By Computer:

1. Click the meeting link provided in your confirmation email.
2. Enter your name, email address and the event password. Please use the name provided at the time of registration.
3. You may be prompted to "run the temporary Webex application". Select "Run" or "Join from your Browser" to join without downloading the Webex application.



4. In the preview window, choose how you want to hear the meeting (audio) and video source (webcam). Click "Join Meeting"



By Tablet or Smartphone:

Download the Cisco Webex Meeting app from the Google Play Store or Apple App Store. Allow WebEx to access your microphone and telephone, if necessary.

1. Click the meeting link provided in your confirmation email.
2. Tap Join Meeting.
3. Enter the meeting ID, your name, and email, and tap "Join". Please use the name provided at the time of registration, so that we can identify your connection.
4. Enter the Attendee password provided in your confirmation email and tap OK.
5. Connect your video and audio so others can see and hear you.
6. Tap Join.

Accessibility

Webex supports the use of screen readers and provides keyboard shortcuts to improve accessibility.

You should advise City Clerk's Office staff if you have specific requests for accessibility accommodations.

Tips and troubleshooting during the meeting

- Find a location where you have strong internet reception. Slow internet, wifi, or data connections can affect your electronic meeting experience or prevent you from making a clear presentation.
- Avoid performing unnecessary "bandwidth heavy tasks" while in your meeting e.g. streaming content like music or video.
- Turning off your video while speaking can improve your audio connection to the meeting, ensuring Committee members and others in the meeting can hear you clearly.
- Close any unnecessary applications during the meeting.
- Meeting hosts start meetings at least 30 minutes before the scheduled start time to allow sound checks and technical testing. Join the meeting early to ensure you're able to connect.
- If connecting using a smartphone or tablet, you will need to allow Webex application access to your device's microphone.
- If connecting by computer, you must have a microphone connected. If you do not have a microphone, "switch audio" connection from your computer to your phone using the "Audio & Video" menu in the Webex window.
- Instructions for switching your audio while in a meeting are available here: <https://help.webex.com/en-us/871cgu/Switch-Your-Audio-During-a-Cisco-Webex-Meeting-or-Event>
- Instructions on how to share content in Webex are available here: [https://help.webex.com/en-us/article/5ddww5/Share-Content-in-Webex-Meetings-and-Webex-Events-\(Slow-Channel\)](https://help.webex.com/en-us/article/5ddww5/Share-Content-in-Webex-Meetings-and-Webex-Events-(Slow-Channel))

Privacy

Many Committee, Board, and Advisory Body meetings are broadcast live over the internet for the public to view. If you speak at the meeting you will appear in the video broadcast. Video broadcasts are archived and continue to be publicly available. Visit [Have Your Say](#) for more information.