



CITY COUNCIL - ZOOM MEETING OVERVIEW

Please refer to this document for the most comprehensive information on how to use Zoom for the City of Worcester City Council online public meetings. Read the information below in its entirety.

ZOOM MEETING OPERATIONS OVERVIEW

- The City of Worcester will be using Zoom’s Webinar feature for virtual online public meetings. Learn more about Zoom [HERE](#). The webinar feature divides participants into **attendees** and **panelists**.
- City Councilors, Committee members, and/or City staff are **panelists**. Members of the public who join a Zoom meeting are **attendees**. In the webinar format everyone is allowed to speak at designated times during the meeting.
- The meeting is “run” by a host or hosts. Generally, the City Clerk or Clerk staff serve as hosts. The role of the host is to manage the meeting.
- The City will provide a web link to access meetings on the Municipal Calendar or on the meeting agenda prior to the meeting. You may also use a phone to access meetings.

HOW TO INSTALL ZOOM

To access all the features of Zoom, you will need to install Zoom on your device. For those using tablets to view the remote meetings, you can download the Zoom application from the Apple App Store [here](#), or from Google Play [here](#), depending on your device. You can download the Zoom application for laptop/desktop [here](#). If you call in by phone, there is no need to install Zoom. Zoom offers several trainings to help users navigate the platform. View them [here](#).



The City of
WORCESTER

City Clerk Department

Nikolin Vangjeli, City Clerk
Stephen A.J. Pottle, Deputy City Clerk
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PUBLIC COMMENT

Zoom allows you, an attendee, the opportunity to speak during public comment periods. During public comment you will be asked to use the “raise your hand” function to speak. Click on the “raise your hand” option if connecting via a device or, dial *9 if connecting by phone. The Chair of the meeting will acknowledge each attendee raising their hand in turn. When you are acknowledged, the Chair will unmute your microphone. You will be required to “accept” this action on your device. At that point, as in regular public meetings, state your name and address prior to asking a question or making a comment. When you are finished speaking, the Chair will again mute your microphone and you will be unable to speak further unless you utilize the “raise your hand” function again.

TECHNOLOGY REQUIREMENTS

- Join via phone by dialing Phone Number: (929)-205-6099 then enter the meeting access code.
- Click on the Zoom link and join via Desktop Computer, Laptop, Tablet, or Smartphone.

Members of the public are invited to attend and/or participate in regular and committee meetings of the Worcester City Council in 3 ways:

- View meetings over the City of Worcester Municipal Television Channel – Tune in to Cable Channel 192 locally, to watch meetings on your television.
- Stream meetings live over the web – Access the Open Meeting Portal by following this link <http://www.worcesterma.gov/video-on-demand/live-video>
- To watch a meeting via Zoom teleconference, follow the appropriate link on the agenda.