

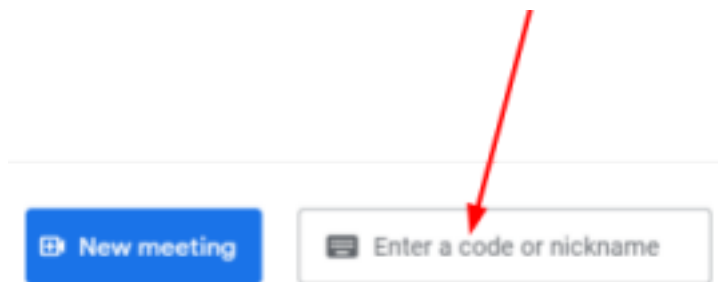
## Joining a Video Conference

The Subdivision and Development Appeal Board (Board) will be using Google Meet as the platform to conduct electronic hearings. The panel members, Meeting Coordinator, and a Board Officer will attend the hearing and will have video and microphone access. A video recording of the hearing will be archived by the Board.

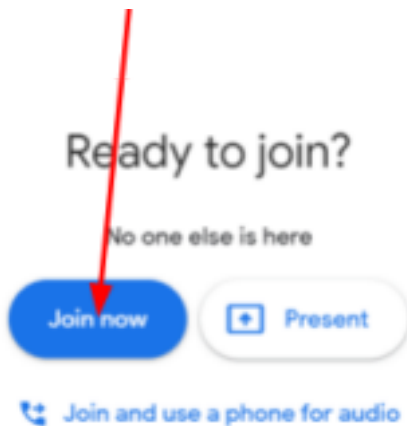
Please use the following instructions to join the hearing:

### Join by Video

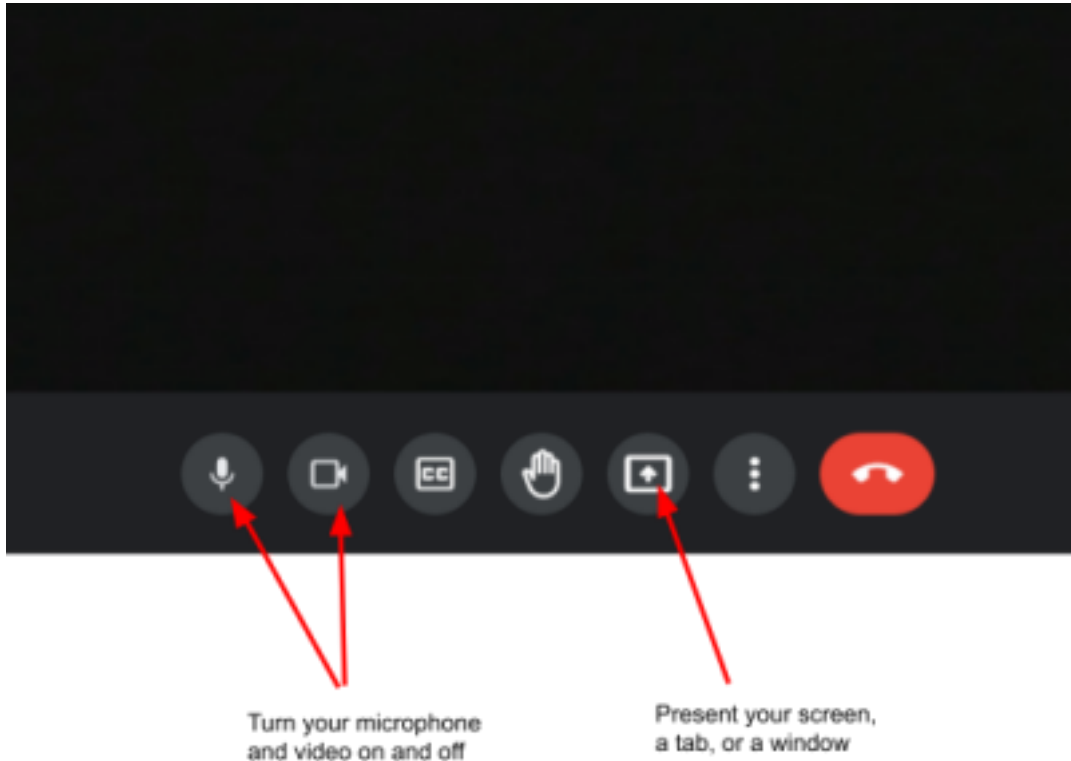
1. From <https://meet.google.com/> enter the meeting code and choose **Join**



2. Select **Join Now**



3. You can turn your microphone and video on or off and share your screen.



### Tips for participating

- ❖ A Google account is not required to join a meeting.
- ❖ If you do not wish to appear on the video recording, please ensure your camera is turned off during the hearing.
- ❖ To minimize background noise and feedback, mute your microphone if you are not speaking. Select the unmute button to speak.
- ❖ Avoid interrupting or speaking while others are talking.
- ❖ If you are disconnected, re-join the meeting. The Board Officer will pause the hearing until everyone is present.
- ❖ If you are experiencing technical difficulties with video, please call 780-496-6079 to advise that

you are experiencing technical difficulties.

- ❖ If the video experiences lag or time delays, the Board Officer will advise the participants on how to proceed.
- ❖ Turn off other electronic devices during the hearing.
- ❖ Google Chrome is the recommended web browser for Google Meet. Check if your web browser is supported here: <https://support.google.com/a/users/answer/7317473>