

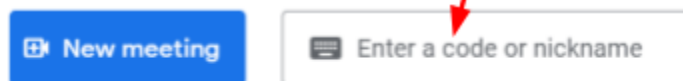
The Subdivision and Development Appeal Board (Board) will be using Google Meet as the platform to conduct electronic hearings. The panel members, Meeting Coordinator, and a Board Officer will attend the hearing and will have video and microphone access. A video recording of the hearing will be archived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

There are two ways to access a video conference meeting:

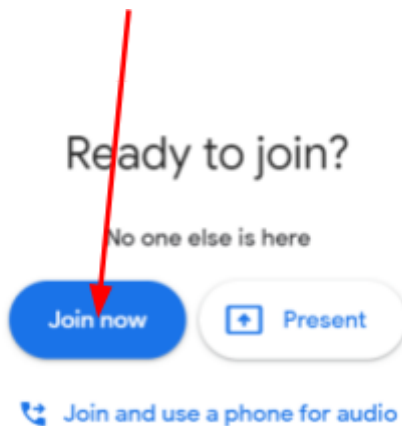
1. Video using your laptop or other compatible devices
2. Dialing in by phone

### **Option 1 - Join by Video**

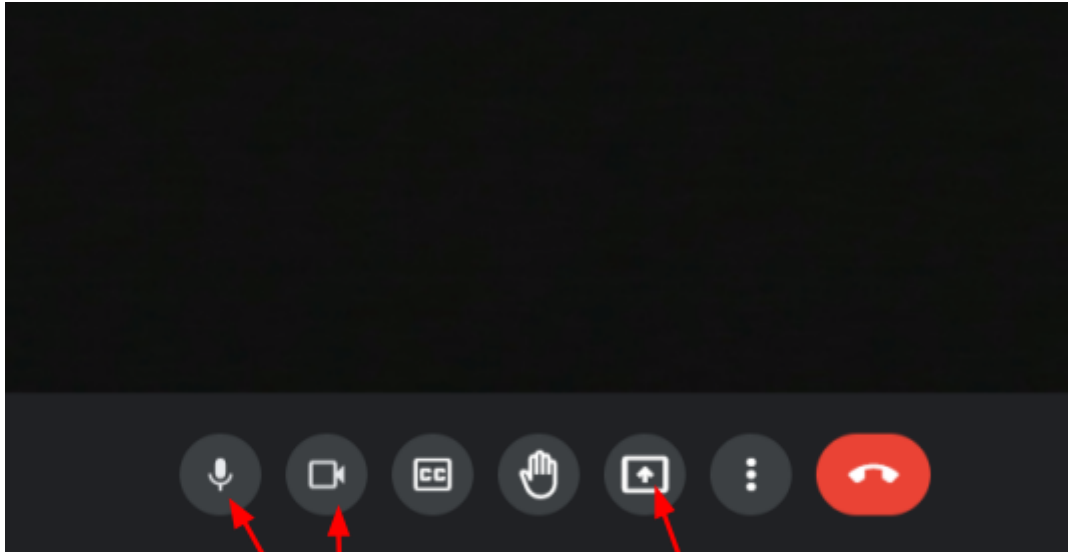
1. From [meet.google.com](https://meet.google.com), enter the meeting code and choose **Join**



2. Select **Join Now**



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



Turn your microphone  
and video on and off

Present your screen,  
a tab, or a window

## Option 2 - Join by phone

1. Enter the phone number and pin from the notice.

### **Join the Video Conference Hearing**

If you would like to participate in the video conference for the hearing, please join the video conference by going to <https://meet.google.com/>. Click on Join or Start a meeting and enter the **Meeting Code: svd-hpmg-ydf**. Alternatively, you may join via telephone by dialing **587-786-4053** and enter in PIN: **885 569 814#**. Please join the video conference 20 minutes before the scheduled hearing start time to ensure there are no connectivity issues. Additional instructions on how to join the hearing are included with this notice.

## 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, join by phone to advise the Board 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>