

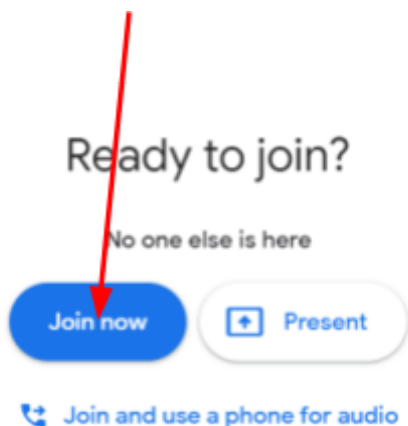
Joining a Video Conference

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 and may be available upon request after the decision is released.

1. From meet.google.com, enter the meeting code and choose **Join**

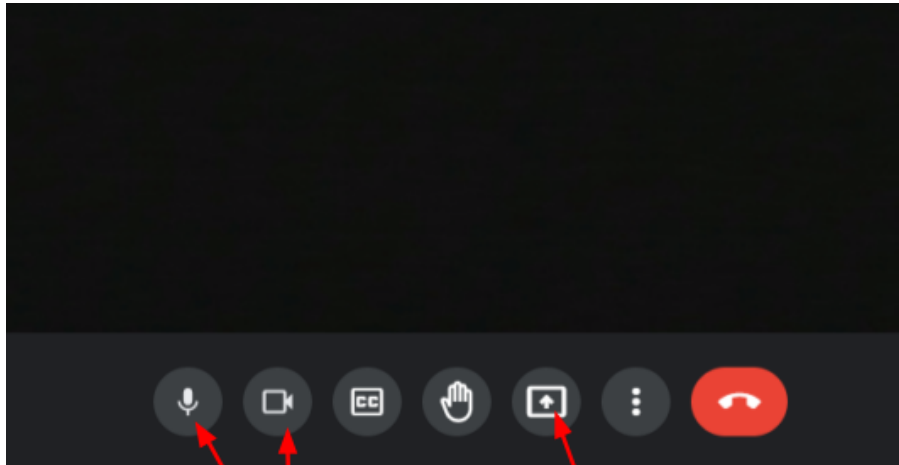


2. Select **Join Now**



3. If asked, ensure that you allow access to your microphone and camera.

4. 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

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, call 780-496-6079 to advise staff 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>