

2020 CITY OF ITHACA/IURA HUD ENTITLEMENT GRANT
Virtual Public Hearing Participation Procedures
ZOOM INSTRUCTIONS FOR PUBLIC HEARING (PARTS 1 & 2)



Public Hearing #1: 8:30-11:30 A.M., Thursday, March 26, 2020

Public Hearing #1 (cont.): 8:30-11:30 A.M., Thursday, April 2, 2020

In order to comply with new limited group-size and social distancing requirements, the upcoming 2020 HUD Entitlement Program two-part Public Hearing (8:30-11:30 A.M., Thursday, March 26, 2020 and 8:30-11:30 A.M., Thursday, April 2, 2020) will be conducted remotely, using the online video conferencing service provider: Zoom. Funding applicants and members of the public can join each meeting by computer, smartphone, or similar device. Applicants and members of the public will need to download the Zoom software application and will have the option to register for a free Zoom account (but registering is absolutely not required to attend). Members of the public who prefer to submit comments in writing should e-mail them to: amendizabal@cityofithaca.org or cpyott@cityofithaca.org. After each Public Hearing meeting, the Ithaca Urban Renewal Agency (IURA) will post a link to the entire Facebook Live event on the IURA home page.

General Zoom Overview

Zoom is a web-based video conferencing tool with a local, desktop client and a mobile app that allows users to meet online, with or without video. Zoom offers video, audio, and screen-sharing across Windows, Mac, Linux, iOS, Android, Blackberry, Zoom Rooms, and H.323/SIP room systems. Zoom is mobile-friendly with mobile apps for both iOS (Apple) and Android, allowing you to connect from anywhere with an internet connection. To register for a free Zoom account and download the meeting software, go to: https://zoom.us/download#client_4meeting. To view a comprehensive set of Zoom references, resources, instructional videos, and FAQs, click on: <https://support.zoom.us/hc/en-us>.

— INSTRUCTIONS FOR ATTENDING PUBLIC HEARING MEETINGS USING ZOOM —

Public Hearing #1: 8:30-11:30 A.M., Thursday, March 26, 2020

Public Hearing #1 (cont.): 8:30-11:30 A.M., Thursday, April 2, 2020

The following information/instructions are *identical* for both meetings. You can join a meeting as early as 8:15 A.M.

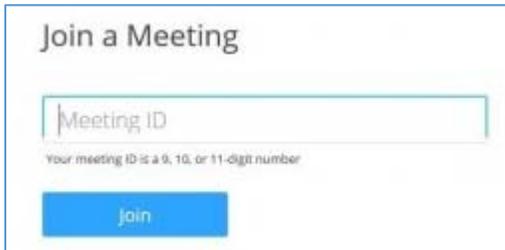
Join Zoom Meeting: <https://zoom.us/j/479466846>
Meeting ID: 479 466 846
One-Tap Mobile: +16465588656,, 479466846# US (NY)
Dial by Your Location: +1 646 558 8656 (NY)
Meeting ID: 479 466 846
Find Your Local Number: <https://zoom.us/u/aN9tBvehV>

☎ Participating by Phone:

If you are *unable* to successfully join meeting via your computer or device, or you have trouble with your microphone or other technical difficulty, you can *always* use the call-in number: (646) 558-8656. Calling into the Public Hearing will allow you to listen to the audio portion of the meeting, and participate or comment using your phone.

STEP-BY-STEP INSTRUCTIONS FOR JOINING MEETING

Once you click on the “Join Zoom Meeting” link (<https://zoom.us/j/479466846>), enter the Meeting ID code (479 466 846) in the appropriate field and click the “Join” button.

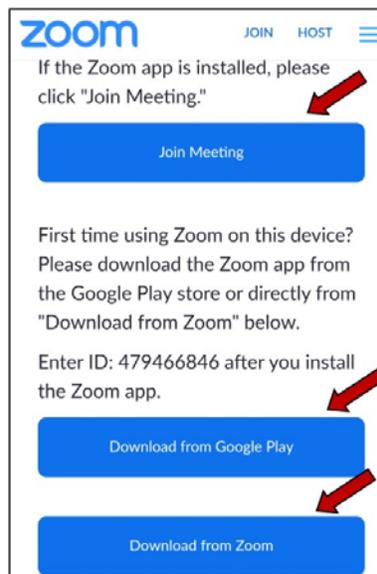


The screenshot shows a web form titled "Join a Meeting". It features a text input field labeled "Meeting ID" with a placeholder text "Your meeting ID is a 9, 10, or 11-digit number". Below the input field is a blue button labeled "Join".

Joining from Mobile Device

If you are joining from a mobile device (e.g., Android smartphone/tablet, Apple iPhone/iPad), it will prompt you to download the Zoom app from the App/Play Store, if you have not already done so.

For example, if you're using an Android mobile device, once you click the “Join Zoom Meeting” link, you will see the pop-up window depicted below. If you already downloaded the Zoom application, just click on “Join Meeting.” If not, you will need to click on either “Download from Google Play” or “Download from Zoom,” before being able to join the meeting.



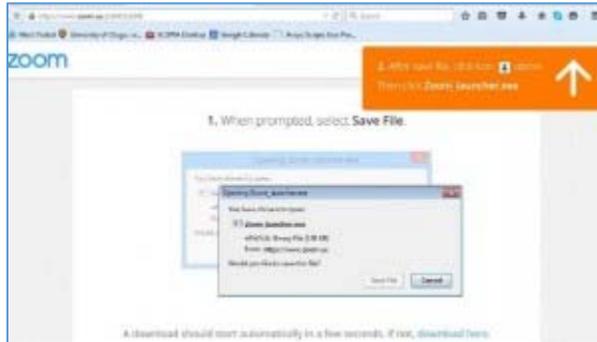
Joining from Computer

When entering a Zoom meeting for the first time from a computer, you will need to download a small application file. This process is easy and quick to complete with all commonly used browsers.

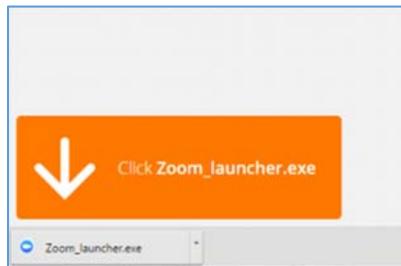
Illustrations are shown on the next page for Mozilla Firefox and Google Chrome.



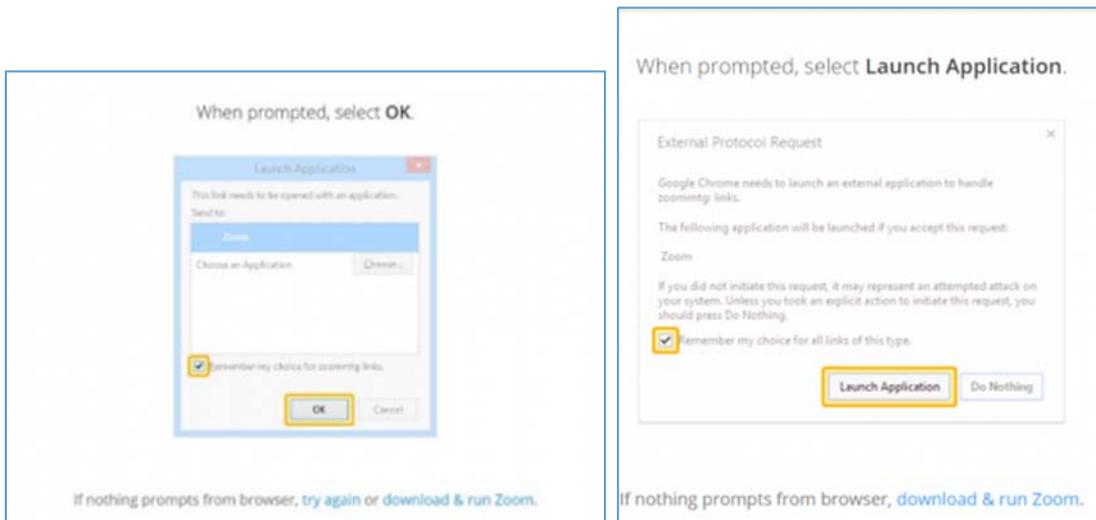
Mozilla Firefox: Click “Save File” and follow the instruction in orange box.



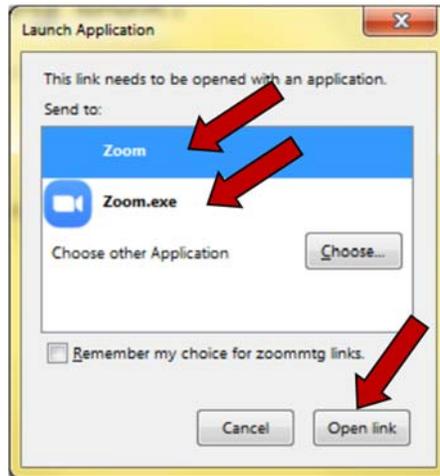
Google Chrome: Chrome should automatically download the file and point to it, as shown below.



Clicking on the “Zoom_launcher.exe” file will install Zoom. There will be a short pause before a blue progress bar appears, showing the installation. If an “Application Launcher” or “External Protocol Request” pop-up box appears, simply check the “Remember my choice” option box and then click “OK.”



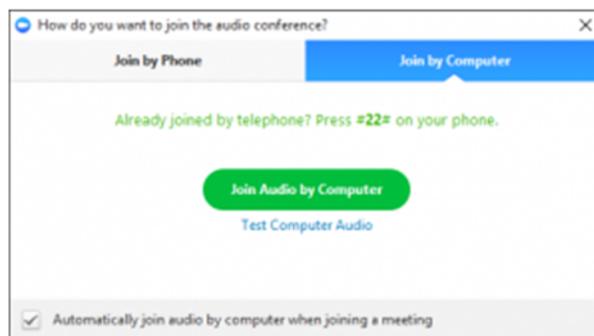
If you're using a computer to join the meeting, once you click on the "Join Zoom Meeting" link, you may see a "Launch Application" pop-up window (identical or similar to the one depicted below). If you already downloaded the Zoom application, you will see the "Zoom.exe" selection, which you should select and then click the "Open Link" button.



Before entering the meeting, you may be prompted to enter a display name. This name is simply to identify you in the meeting.



Join Audio via Computer: You will then be prompted how you wish to listen to the audio portion of the meeting. If you wish to join audio via telephone, follow the instructions on the next page. Otherwise, select "Join Audio by Computer." Note: If you first check the "Automatically join audio by computer..." checkbox, you won't get prompted again in the future.



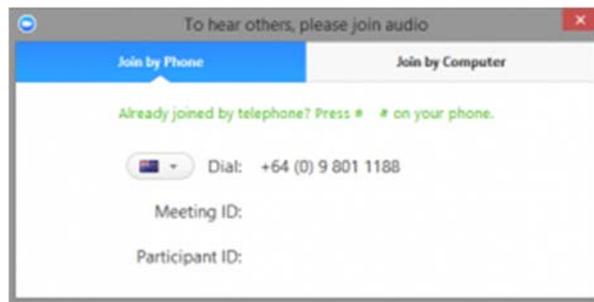
Join via Telephone

If you are unable to join the full Zoom video conference using a computer or mobile device, you can always join the audio portion of the meeting via a telephone instead, using the call-in number: (646) 558-8656.

Join Video via Computer & Audio via Telephone

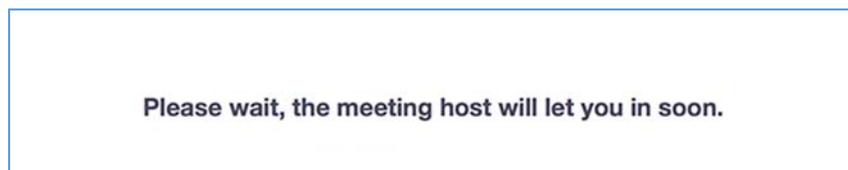
You can also use a *combination* of computer for video, and phone for audio.

If you use this option, then enter meeting by computer *first* and select the “Join by Phone” tab when the audio pop-up window appears (see example below). This will display the dial-in number for you, as well as the Meeting ID. Dial in to the number provided and then enter the Meeting ID using your phone’s keypad. Note: The IURA will not be using Participant IDs for the Public Hearing meetings.



The Waiting Room

Once you have joined a meeting, you may find yourself in the Waiting Room, before the host has an opportunity to admit you to the teleconference. If so, you will see the following message:



'Raising Your Hand'

If you wish to ask a question or make a point during the meeting, you can use the ‘Raise Hand’ function. If the toolbar does not appear at the bottom of the Zoom window, roll your cursor over the bottom of the Zoom window until the toolbar appears and select the “Participants” icon. A window showing other participants will appear, along with a “Raise Hand” icon. Click the icon to let the host know you would like to raise your hand. If you wish to lower your hand, click the “Lower Hand” icon that will have replaced the “Raise Hand” icon.

Using Chat

You can use the “Chat” function to send a text message to either: (1) all participants; or (2) privately to a specific participant. Click the “Chat” icon on the toolbar. Again, hover your cursor over the bottom portion of the Zoom window, if you can’t see the toolbar. A chat window will then open. Select “Everyone” or the name of the person you wish to send a message to.

Audio Only

It is possible that during the video conference participants will be asked to turn off their cameras and move to audio only, particularly if there are problems with available bandwidth. To do this, simply click on the camera icon at the bottom of the Zoom window.