

Instructions for Participating in Virtual PDC Public Meetings

Due to emergency executive orders issued by the Mayor and the Governor in relation to COVID-19 and until further notice, the NYC Public Design Commission will be holding virtual public meetings by livestreaming them on YouTube and via Zoom, a teleconferencing application that allows applicants and members of the public to participate using either the Zoom app on their smartphone, computer or by telephone using a dial-in number.

Video tutorials for the Zoom app are available online [here](#).

Meeting dates and agendas are posted on the PDC website [here](#). The Zoom meeting ID and call-in numbers will be included on the agendas. All times are approximate and subject to change. We encourage members of the public to watch and follow the hearing on the [PDC's YouTube channel](#) to know when to join the meeting via Zoom.

If you have concerns about access to and/or participating in our virtual hearings, please contact staff at designcommission@cityhall.nyc.gov.

To Watch the Hearings on YouTube

- The hearing will be streamed live on the scheduled date and time listed on the agenda. All times are approximate and subject to change.
- Go to the PDC YouTube Channel: www.youtube.com/nycdesigncommission and click on the hearing date.

If you would like to give testimony on a project that is included on a public hearing, please see the instructions below.

To Provide Live Testimony via the Zoom App

- Fill out the testimony form by 8:00 a.m. the morning of the hearing to ensure smooth admittance into the meeting. Those who fill out the form will be called first.
- Download the free Zoom application: www.zoom.us on your computer or through your smartphone's app store prior to the hearing.
- Follow the agenda and the livestreamed meeting on the PDC YouTube Channel at www.youtube.com/nycdesigncommission to know when to join.
- **Please wait to join the meeting until the project you wish to testify on has been announced.**
- When the item you want to testify about has been announced, use the meeting ID link included on the agenda to join via Zoom.
- When you sign in, rename yourself to include your full name and your organization (if relevant) to ensure smooth admittance into the meeting. If we don't recognize your name, it may cause delays.
- If you are watching the hearing via YouTube, please mute YouTube before you begin your testimony to avoid feedback and background noise.

- When prompted by staff, introduce yourself and keep your testimony to the usual 3-minute limit.

To Provide Live Testimony by Phone

- Fill out the testimony form by 8:00 a.m. the morning of the hearing to ensure smooth admittance into the meeting. Include the phone number you are calling in from, so that we can invite you into the virtual hearing room when it is time for you to testify. Those who fill out the form will be called first.
- Follow the agenda and the livestreamed meeting on the PDC YouTube Channel at www.youtube.com/nycdesigncommission to know when to join.
- **Please wait to join the meeting until the project you wish to testify on has been announced.**
- When the item you want to testify about has been announced, call-in using the phone number and meeting ID shown on the agenda.
- Once you enter the meeting, you will be placed into a virtual waiting room until staff admits you.
- If you are watching the hearing via YouTube, please mute YouTube before you begin your testimony to avoid feedback and background noise.
- When prompted by staff, introduce yourself and keep your testimony to the usual 3-minute limit.

In the case of technical difficulties with the livestream, members of the public can call-in to the meeting and view the presentations by clicking on the links found in the agenda on the Design Commission Meetings page:

<https://www1.nyc.gov/site/designcommission/review/meetings.page>.