

## 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 [here](#).

Meeting dates and agendas are posted on [the PDC website](#). 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](mailto: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](http://www.youtube.com/nycdesigncommission) and click on the live meeting video for that day.

### To Provide Live Testimony

- Fill out the [testimony sign-in form](#) to ensure smooth admittance into the meeting. Names will be called in the order in which they appear on the form.
- Download the free Zoom application on your computer or through your smartphone's app store prior to the hearing: [www.zoom.us](http://www.zoom.us). You can also call-in if you prefer not to download the app.
- Follow the agenda and the livestreamed meeting on the PDC YouTube Channel at [www.youtube.com/nycdesigncommission](http://www.youtube.com/nycdesigncommission) to know when to join.
- When the item you want to testify on is announced, use the Zoom meeting link or phone number included on the meeting agenda to join via Zoom.
- Once you enter the meeting, you will be placed into a virtual waiting room until PDC staff admits you.
- If joining via the Zoom app, please rename yourself to include your full name to ensure smooth admittance into the meeting. If your name doesn't match the testimony form, it may cause delays.
- If you are watching the hearing via YouTube, please close out of the YouTube browser or mute the YouTube video before you begin your testimony to avoid feedback.
- When prompted by PDC staff, introduce yourself and give your statement. Please limit your testimony to three minutes.