Applicant Instructions for Presenting in Virtual LPC Public Hearings and Meetings

Public Hearings/Meetings
The Commission will be holding virtual public hearings and 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.

You must watch and follow the hearing on the LPC's YouTube channel to know when to join the meeting via Zoom. It is only when it is time for an applicant to present, or for a member of the public to testify on a particular item that the applicant or member of the public should join the Zoom meeting by following the instructions below. Items will generally be called in the order in that they appear on the Commission’s agenda, but the Commission reserves the right to change the order when necessary; so please tune into the YouTube live stream at least an hour before the item is scheduled.

If you have concerns about access to and/or presenting in our virtual hearings and meetings, please contact Rich Stein, Community and Intergovernmental Affairs Coordinator at richstein@lpc.nyc.gov or 646-248-0220 and we will work with you to make accommodations.

Preparing for the LPC Public Hearing/Meeting Presentation
Please work with LPC staff (the preservationist assigned to your application) to ensure you are well prepared and your presentation is ready for your scheduled hearing date. The following standards and guidance should be followed:

- Identify your applicant team by name and email address and share the list via email with LPC staff by no later than 3PM on the Thursday prior to the hearing date. See the next section for more information about selecting members of your applicant team.
- Limit the size of your presentation file (PDF or PPT) to no more than 65MB, optimized for web viewing. The presentation file must be finalized and received by LPC staff no later than 3PM on the Thursday prior to the hearing date. Note: only the LPC staff will share the presentation slides in the hearing; the applicant team will not be able to share any new or updated files in the hearing.
- Work with LPC staff the week before the hearing or earlier to practice joining a Zoom meeting and using the software and test the computer and/or tablet that you will be using on the hearing day. Note that mobile phones cannot be used to control the presentation and...
advance slides. Make sure to practice advancing slides and using the mouse as a pointer to call attention to things on the slides as you speak. LPC staff can schedule a Zoom meeting with your applicant team to accommodate this.

- Since the teleconferencing medium is different than an in-person meeting, remember to make your presentation concise and focus on describing and advocating for your proposal related to the specific slide being shown. Avoid spending time explaining floor plans and other unrelated work in most cases.

**Presenting in LPC Public Hearings and Meetings via Zoom**

The presentation of the hearing item will be made by the applicant team, comprised of those individuals that will be admitted into the Zoom meeting, including a primary presenter. The applicant team should be kept as small as possible to keep the presentation running smoothly with as few transitions as possible. This will also help to ensure that the LPC host can easily find members of the applicant team in the Zoom waiting room. Other individuals associated with the hearing item but not participating in the presentation should view the livestream on YouTube to follow along. In some cases, the LPC staff may make the presentation for the applicant team, but this should be determined well in advance by discussing it with LPC staff. The following standards and guidance should be followed:

- **Before the hearing (day of):** The applicant team should be mindful of the “be here time” noted on the hearing agenda and should start viewing the YouTube livestream at or before that time to follow along and keep up with the schedule as it progresses. **However, you should not join the Zoom meeting until after the public testimony concludes for the hearing item before yours.** Applicant team members must rename themselves before joining the Zoom meeting by editing their Zoom profile to show first and last name followed by the property address when signing in (e.g. John Smith, 123 Fourth Street). The applicant team will be kept in a Zoom waiting room until their hearing item is read into the record. **Note:** See below for information on Zoom meeting links and passwords and watching the hearings on YouTube.

- **During the hearing:** Once your hearing item is read into the record, the LPC host will admit the applicant team into the meeting and share the presentation slides and will give control of the slides to the primary presenter of the applicant team. Unless arranged in advance, the LPC staff will not introduce the proposal, which is a change from the usual procedure, and instead the applicant team will begin the presentation immediately when prompted by the LPC host. It is recommended that the primary presenter give the entire presentation if possible, or if more speakers are needed for complicated projects that there be as few as possible. Each speaker must state his or her name before speaking and will be muted when not speaking.
The primary presenter should advance slides for everyone on the applicant team during the presentation so that the LPC host does not have to give and take control of the slides to multiple team members.

The primary presenter will remain in control of the slides during public testimony in order to have the opportunity to respond to the testimony and revisit slides as necessary.

Once public testimony concludes and the hearing has been closed, the LPC host will take back control of the slides and will navigate them during the Commissioners’ discussion as needed, during which time the applicant team will be muted. The applicant team will no longer be able to speak unless the Commissioners reopen the hearing in order to ask the team a question.

Note: It is critical that the primary presenter’s computer or tablet is in good working order. Please make sure that your mobile device and/or computer equipment and internet connection are adequate by testing in advance.

After the hearing: After the Commissioners take an action to approve, approve with modifications or deny an application, or take no action and close the hearing, the applicant team will be removed from the meeting. You should arrange to speak with the LPC staff (assigned preservationist and supervisor if needed) at a time and venue of mutual convenience for a debriefing.

To Watch the Hearings on YouTube

- Go to the LPC YouTube Channel: www.youtube.com/nyclpc and click on the hearing date. The hearing will be streamed live on the scheduled date starting at the beginning of the hearing, typically at 9:30 a.m.
- Note: Make sure you are watching the live feed (it will display the word live). If you pause the hearing, it will pick up where you left off and will no longer be streamed in real time.

Zoom meeting information

- Links and passwords for meetings can be found here: https://www1.nyc.gov/site/lpc/hearings/hearings.page