

Sarah Carroll
Chair

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Instructions for Participating in Virtual LPC Public Hearings and Meetings

Public Hearings

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:

<https://support.zoom.us/hc/en-us>

If testifying, you should join the Zoom Webinar at the “Join Zoom Meeting by” time indicated on the Agenda (which can be found here: <https://www1.nyc.gov/site/lpc/hearings/hearings.page>) by following the instructions below. If you are simply watching the proceedings and not testifying then you should watch on YouTube 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.

If you have concerns about access to and/or participating in our virtual hearings, 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.

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. Remember, this is the primary way you will follow the proceedings and know when to log on or call in to join the Zoom meeting.

Zoom meeting information

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

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To Provide Live Testimony via the Zoom App

Please only join the Zoom webinar if you plan to provide live testimony. If you only want to observe the hearing, please watch the live feed on YouTube.

- Please fill out a speaker form by 5PM the Monday prior to the hearing. Speaker forms are available on our website here: <https://www1.nyc.gov/site/lpc/hearings/hearings.page>. Those who fill out the form will be called first.
- Please download the free Zoom application: www.zoom.us on your computer or through your smartphone's app store prior to the hearing.
- Before the hearing, please be sure to reference the final public hearing agenda (located here: <https://www1.nyc.gov/site/lpc/hearings/hearings.page>) and join Zoom ONLY if you plan to testify on an item on the agenda. Log in to Zoom by the "Join Zoom Meeting by" time on the agenda for your item, which is about an hour prior to the start time of each item.
- The meeting ID and password for joining the meeting will be displayed on LPC's Hearings page (<https://www1.nyc.gov/site/lpc/hearings/hearings.page>) and during the YouTube live stream, and in the comments below the video.
 - *Note: You will not be able to join the webinar during the 30-minute lunch recess. Once the hearing resumes, you may join/re-join the webinar.*
- When you sign into Zoom, make sure to use your full name and your organization as your display name so that we can properly identify you when it is time for you to testify. For example, "John Doe- Society for Landmarks."
- Once you enter the meeting on Zoom, you will be able to see and hear the presentation and the commissioners, but you will not have the ability to speak. When the chair states that we will turn to public testimony, you can click the "Raise Your Hand" button on the bottom of your screen and the chair will permit you to speak. Those who signed up to speak will be called on first.
- Please make sure to introduce yourself and keep your testimony to the usual 3-minute limit.
- Once you are done with your testimony, you will no longer be able to speak but can continue to watch the proceedings on Zoom if you wish to testify on another item.
- If you are done testifying for the day, you should follow the hearing live at www.youtube.com/nyclpc.

To Provide Live Testimony by Phone

- Please fill out a speaker form by 5PM the Monday prior to the hearing. Speaker forms are available on our website here: <https://www1.nyc.gov/site/lpc/hearings/hearings.page>. Include the phone number you are calling in from, so that we can identify you when we call you to testify. Those who fill out the form will be called first.
- The day of the hearing, go to the LPC YouTube live stream at www.youtube.com/nyclpc. You will need to follow along on YouTube to know when to join the meeting for the item you wish to testify. The Chair will announce when it is time to join to give live testimony for each item.

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- Dial in and enter the webinar ID and password when prompted. The dial-in information will be displayed during the YouTube live stream below the video and also on LPC's Hearings page.
- Once you enter the meeting, you will be able to hear the proceedings of the hearing, to signal you want to testify you must press *9 to raise your hand.
- When you are invited to testify, you may need to unmute your microphone by dialing *6. If you are watching the hearing on YouTube, please turn off the sound during your testimony to avoid feedback and background noise.
- Please make sure to introduce yourself and keep your testimony to the usual 3-minute limit.
- Once you are done with your testimony, you should end the call. If you wish to testify on another item, you must rejoin the meeting at the appropriate time.

To Provide Written Testimony Electronically

- Testimony is accepted in writing up until 12 noon on the Monday before the Tuesday hearing. However, we strongly recommend that testimony be submitted by 5 PM the Friday before the hearing; testimony received by then will be forwarded to the Commissioners that evening. Please email your testimony to testimony@lpc.nyc.gov.
- If your testimony includes photographs, include your name, the item the photograph is referring to, and the condition you wish to point out in the photograph.

Public Meetings

The public may watch public meetings on the LPC YouTube live stream, but as with all public meetings, may not testify as the hearing is closed. Written comments may be submitted and will be distributed to the Commissioners if received by Noon on the day prior to the public meeting and emailed to testimony@lpc.nyc.gov.

If you have any other questions regarding the virtual public hearings, you may also contact Rich Stein, Community and Intergovernmental Affairs Coordinator at richstein@lpc.nyc.gov or 646-248-0220. We appreciate your patience as we work to reconvene our public hearings.