

Updated 4/24/2020

## 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](#).

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 participating in our virtual hearings, please contact Rich Stein, Community and Intergovernmental Affairs Coordinator at [richstein@lpc.nyc.gov](mailto: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](http://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>

### **To Provide Live Testimony via the Zoom App**

- Please fill out a speaker form by 5PM the Monday prior to the hearing. Speaker forms are available on our website [HERE](#). Those who fill out the form will be called first.

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Chair

- If you would like to participate on Zoom, please download the free Zoom application: [www.zoom.us](http://www.zoom.us) on your computer or through your smartphone's app store prior to the hearing.
- The day of the hearing, go to the LPC YouTube live stream at [www.youtube.com/nyclpc](http://www.youtube.com/nyclpc). You will need to follow along on YouTube to know when to join the meeting. Otherwise, you will not know when the item you wish to address begins.
- You should only join the meeting when the item you want to testify about is called and the applicant is presenting. The Chair will announce when it is time to join. Join the meeting via the Zoom app or website. Enter the meeting ID and password when prompted.
- The meeting ID and password for joining the meeting will be displayed [HERE](#) on LPC's website and during the YouTube live stream, and in the comments below the video.
- When you sign in, make sure to use your full name and your organization as your display name so that we can invite you into the virtual hearing room when it is time for you to testify. For example, "John Doe- Society for Landmarks."
- Once you enter the meeting, you will be placed into a virtual waiting room until the Chair invites you to testify. While in the waiting room you will not be able to hear or see the presentation so you must continue to watch the proceedings on YouTube if you want to see or hear the presentation.
- When you are invited to testify, you will hear a doorbell sound and your device will prompt you to unmute your microphone. 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 will be removed from the meeting. If you wish to testify on another item, you must rejoin the meeting at the appropriate time.

### **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](#). 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.
- The day of the hearing, go to the LPC YouTube live stream at [www.youtube.com/nyclpc](http://www.youtube.com/nyclpc). You will need to follow along on YouTube to know when to join the meeting. Otherwise, you will not know when the item you wish to address begins.
- You should only join the meeting when the item you want to testify about is called and the applicant is presenting. The Chair will announce when it is time to join. You can continue to watch the proceedings on YouTube.
- Dial in and enter the meeting ID and password when prompted. The dial-in information will be displayed during the YouTube live stream below the video and also [HERE](#) on LPC's page.
- Once you enter the meeting, you will be placed into a virtual waiting room until the Chair invites you to testify. While in the waiting room you will not be able to hear or see the

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- 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 be removed from the meeting. 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](mailto: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](mailto: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](mailto:richstein@lpc.nyc.gov) or 646-248-0220. We appreciate your patience as we work to reconvene our public hearings.