



ZOOM WEBINAR COUNCIL MEETINGS

How the Meeting Will Work

City Council meetings will be held via Zoom Webinar. The Clerk’s Office is hosting the meeting, the Burien City Council are the Panelists, and Burien residents and members of the public – as well as City staff – are **attendees**. Webinar **attendees** do not interact with one another; they join in listen-only mode, and the host can unmute one or more attendees as needed.

How to Attend with Active Participation

During the council meeting staff should use the webinar link below (especially those who are expected to **present** or **speak**):

- Zoom Webinar: <https://bit.ly/3aEvdC5>

When you are prompted to log-in to Zoom, please ensure you use the **naming convention** below so that City Council and the Clerk’s Office can accurately identify you as a City of Burien staff attendee.

HeatherD@burienwa.gov

Your Name

Heather Dumlao, Deputy City Clerk

How to Participate When You are Called On

When it is time for your portion of the agenda, the City Clerk will **‘promote** ‘you to panelist, and you will have video and mic privileges (see side images). However, when your item has completed, **you will be ‘demoted’ back to an attendee**. Or, we welcome you to log off and watch the live stream when you are finished, if you are confident you will not be called upon later in the meeting.

How to Get Tech Support during Live Webinars

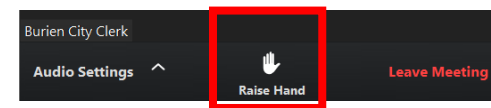
- Email City Clerk: CityClerk@burienwa.gov
- MiCollab chat: Heather Dumlao
- Text Megan (city cell): 206-771-4633

Staff Participation Guidelines

Below are recommendations from the City Clerk’s Office to be considered for use by City staff in meetings conducted via Zoom Webinar.

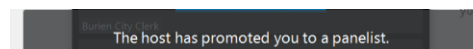
- **Zoom controls:** You will have limited controls as an attendee.
- **Promotion:**
- **Mute yourself** when you are not actively speaking to minimize audio feedback.
- **Use headphones/mic:** this provides better sound quality and less background noise is picked up.
- **Battery Power:** Ensure device(s) are fully charged. Keep a charger nearby because your battery will likely drain through the evening.
- **Other ways to watch:** If you are confident that you will not be called upon during the meeting you are encouraged to watch the meeting via live streaming: <https://bit.ly/2wY8HFE>

RAISE YOUR HAND TO SPEAK:



PROMOTE ATTENDEE TO PANELIST:

City Clerk will promote you from attendee to panelist when it’s your time to present. You’ll join with video and audio. You’ll see the alert below.



ALLOW HOST TO UNMUTE YOUR MIC:

The host would like you to unmute your microphone

