



## ZOOM WEBINAR COUNCIL MEETING

### Zoom Webinar

**Webinars** are designed so that the host and any designated panelists can share their video, audio, and screen. Webinars allow view-only attendees. They have the ability to interact via Q&A, chat, and answering polling questions. The host can also mute and unmute the attendees.

### City Council Meeting via Zoom Webinar

**Meeting Log-In Link:** <https://zoom.us/j/933261366>

**Signing In:** Please enter your name as you would like it to appear to the public and your city email address upon entry.

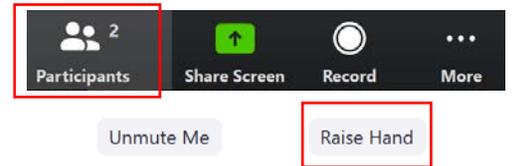
City Council meetings will be held via Zoom Webinar. The Clerk's Office will be the Host of the meeting, City Council will be the Panelists, and the public – as well as City staff – will be the Attendees. Webinar attendees typically do not interact with one another; they join in listen-only mode, and the Host can unmute one or more attendees as needed.

At the recommendation of our Interim City Attorney, the Host will disable the webinar chat function. If a member of the public wishes to provide a comment, he/she may do so during the **Public Comment** portion of the meeting agenda. Alternatively, public comment will be accepted prior to the meeting via email to [CityClerk@burienwa.gov](mailto:CityClerk@burienwa.gov) or via text (by sending a text message to: CityClerk@burienwa.gov). The Clerk's Office will monitor the City Clerk inbox for public comments and for any technical support issues that arise during the meeting.

### Clerk's Office Findings and Recommendations

**Technology:** Council iPads are not able to simultaneously multitask iCompass and Zoom. The Clerk's Office recommends that each Councilmember utilizes a computer for iCompass meeting materials and an iPad for the Webinar functionality (or vice versa). Another option is for you to access the agenda via the browser on your city issued phone.

**Professionalism and Uniformity:** Variations of lighting and busy backgrounds are distracting and inconsistent. The city recommends that each councilmember utilizes a virtual background created by the city and participates in the webinar from a well and evenly-lit area to successfully capture live video, which will be streaming directly to Channel 21.



*Use the "Raise Hand" button to provide feedback when votes are called. To access it you will first need to click the*

### Zoom Webinar Meeting Tips

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

- **Voting:** City Council will continue voting via roll-call by the City Clerk.
- **Mute yourself** when you are not actively speaking to minimize audio feedback. More specifically, if you use computer audio, mute your mic in Zoom. Or, if you call-in to the meeting, mute your phone.
- **Use headphones with a mic** (if at all possible). Voices of those speaking who are wearing headphones/mic will take precedence because it provides better sound quality and less background noise is picked up.
- **Select "Participants"** to view those who are participating in the webinar. You can switch between *panelists* and *attendees*. Attendees do not have access to this functionality; they only have the "raise hand" option.
- **Battery Power:** to ensure continuity of the meeting, please be sure devices are fully charged. Keep a charger nearby because your battery will likely drain through the evening.

**FOR SUPPORT DURING LIVE WEBINARS, PLEASE CONTACT: CITYCLERK@BURIENWA.GOV**