



## Joining a Virtual Board of Variance Hearing

Electronic participation options are provided via Webex (a virtual meeting platform).

- You can participate using Webex by joining the hearing using your own device (laptop, desktop, smartphone, or tablet). A microphone is required to speak. Video is optional.
- If you do not wish to use your own device, you can instead participate via a computer in the Council Chamber at municipal hall (750 17th Street).

**To participate using your own device** please phone Legislative Services at 604-925-7004 between 8 a.m. and 4 p.m. on the scheduled hearing date to register to speak.

Before the hearing date:

- Visit [webex.com](https://www.webex.com) to download and install the Cisco Webex Meetings app; and
- [Join a test meeting on Webex](#) to check that your device is ready.

On the day of the hearing:

- Call 604-925-7004 between 8 a.m. and 4 p.m. to provide staff with your name, phone number, and a description of the item that you wish to speak to.

At the scheduled hearing start time:

- Navigate to the [Board of Variance](#) webpage.
- At the scheduled hearing start time, click the “Join Hearing” link to join the hearing.
- Enter your first name, last name, email address, and event password (**westvan**). The password may already be filled in.
- Click the “Join Now” button.

**Note:** Public speakers must not "Join by Browser". Only click the button to "Join by Browser" if you do *not* plan on speaking as your video and microphone will not transmit.

Join Event Now


To join this event, provide the following information.

**First name:**

**Last name:**

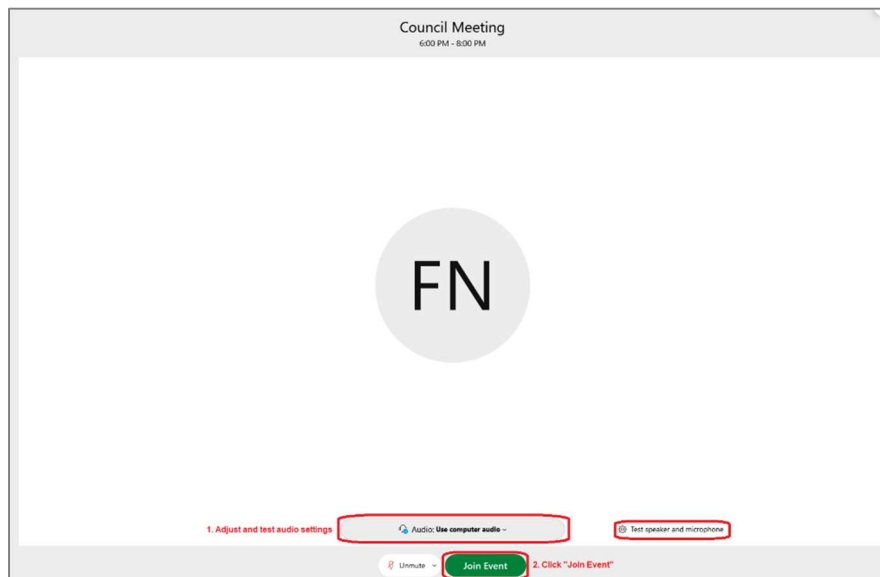
**Email address:**

**Event password:**

Click "Join Now" 

~~Join by browser NEW!~~

- Ensure that your audio and video devices are connected by clicking “test speaker and microphone”.
- Click “Join Event” to join the hearing. Your microphone and video will be turned off automatically upon entry.



## Speaking

- When it is your turn to speak, your microphone will be unmuted and you will be given the option to turn on your video.

**Note:** You must sign up to speak in advance by phoning Legislative Services at 604-925-7004 between 8 a.m. and 4 p.m. on the scheduled date of the hearing.

- When you are done speaking, the host will mute your microphone and turn off your video.

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