VIRTUAL PUBLIC HEARING INSTRUCTIONS

Before You Begin a Virtual Public Hearing:
1. Locate the Meeting Link, Meeting Number, or dial-in number on hearing notice.

2. If you have exhibits to be entered into the record, they must be emailed to the Project Planner prior to the hearing.

3. If you are going to attend virtual hearing using your phone or electronic device, please download the Cisco Webex application.

Checking into a Virtual Public Hearing:
1. If using a computer to access the hearing, enter the meeting link into your browser and click enter. Click the "Join Now" link to join the meeting.

2. Another way to access the meeting from a computer is to navigate to https://kittitascounty.webex.com, enter the Meeting Number into the "Join a Meeting" box, and then click the "Join" link.

3. You can also access the meeting by calling the dial-in phone number and entering the meeting number into your phone.

4. If you're using a smart phone or other electronic device to access the meeting, you will need to download the Cisco Webex app. Once you've done that, open the app at the time of the meeting, click "Join Meeting," enter the Meeting Link or Meeting Number, enter your name and email address, the meeting password, and click the "Join Meeting" link.

Public Comments:
1. When recognized by the Hearing Host, please state your name and address for the record.

2. After you have introduced yourself, you may provide comments on the project. If no comments, please state that you have no comments and the Hearing Host will move on to the next member of the public.

3. Please note that the Decision Maker may swear you in under oath to testify.

Entering Exhibits into the Record:
1. When recognized by the Hearing Host for comments, you may identify if you have emailed Exhibit(s) to the Project Planner. The Exhibits can be shared to the screen by the Project Planner. Exhibits will be uploaded to the project page on the County's website so that all participants have access to the document.

2. If the Exhibit cannot be emailed or shared, the Decision Maker will discuss arrangements for how to get the Exhibit into the record.

Technical Obstacles:
If you are unable to participate in the hearing because of technical obstacles **prior to the hearing date and time**, please email the Hearing Host at hearinghost@co.kittitas.wa.us or call by 5:00 p.m. the day before the hearing and leave a voice message at 509-933-8220. People who notify the Hearing Host of technical obstacles by 5:00 p.m. the day before a hearing will be allowed to submit written comments to the Hearing Host by 5:00 p.m. the day after the hearing. The applicant and/or the County may elect to respond to any such comments in writing by 5:00 p.m. on the second day after the hearing.

Technical Difficulties at Date and Time of Hearing:
If you are unable to sign into the video conference by either video or phone **at the hearing date and time**, please email the Hearing Host at hearinghost@co.kittitas.wa.us or call 509-933-8220 and leave a message with your phone number and the Hearing Host will call you back. If the technical difficulties cannot be solved, the Hearing Host will inform the Decision Maker of your inability to participate and arrangements will be discussed on how to extend the public comment period to allow for your participation.

Questions?
Please contact the Hearing Host at hearinghost@co.kittitas.wa.us or call 509-933-8220.