

# WebEx Meeting Instructions

## Historic Preservation Review Board Virtual Public Meeting

January 27, 2022

9:00 a.m.

### To testify during the HPRB meeting via WebEx:

1. You must email [historic.preservation@dc.gov](mailto:historic.preservation@dc.gov) at least 24 hours before the meeting with your name and the case for which you'd like to provide testimony.
2. Check the meeting agenda to see on what date and approximately what time the case will be called. The agenda will be posted by Friday, January 21 to the following page <https://planning.dc.gov/node/1574541>. It is recommended that you sign on at least 15 minutes before the estimated time of the case.
3. A list of those who have signed up to testify will be posted to <https://planning.dc.gov/node/157454> the day before the meeting.
4. On the day of the meeting click on the URL link provided below:

Meeting link: <https://dcnet.webex.com/dcnet/onstage/g.php?MTID=eb438bfd32978aaa3f12df1ced5cf4210>

5. When the web page loads, click on "Join Event Now"
6. If the meeting has started, enter your first name, last name and email address, making sure that your name and email match the information provided in the request to testify submitted to [historic.preservation@dc.gov](mailto:historic.preservation@dc.gov). The Event Password field should be auto-filled; if it is not, enter the password (below). Click "Join Now".

Event Password: 3W9vD4JEp9e

If the meeting has not started, you will not be able to join the meeting and the contact fields will be greyed out. You should be able to join the meeting 20 minutes before it starts.

7. On the next screen, if you do not have the WebEx application installed on your device, select "Run a temporary application" on your browser page.
8. When the temporary application has downloaded, click the downloaded file at the bottom of the browser if it does not automatically open.
9. The WebEx application will open and a preview screen will appear. Click "Join Event."
10. As an attendee, you will have "listen-only" capabilities during the WebEx meeting. When testimony is being heard for your case, the Chair will call you by name to testify and you will be assigned speaking privileges. Testimony is limited to 3 minutes for individuals and 5 minutes for organizations.

**\*\*Note: To use WebEx, you must use Chrome, Internet Explorer, or Mozilla browsers\*\***