QUICK START GUIDE

to participate in a virtual public meeting as an attendee

For CRA, City Council Workshop and City Council Regular Meetings

Participate in a Virtual Public Meeting

Via GoToWebinar
- Go to www.myboca.us/webinar and select the meeting that you want to attend, and then follow the on-screen prompts. (If you need additional guidance, visit https://support.goto.com/webinar/how-to-join-attendees)
- To submit written comments during the meeting, use the “ask a question” function (provide your name and address, then your written comment).
- To speak during the meeting, electronically raise your hand during consideration of the appropriate agenda item. When you are recognized by the meeting organizer, unmute your speaker or phone, provide your name and address, and then your comments (5 minute limit).
- Want to use powerpoint or similar presentation, or submit any materials? Email to BRCityClerk@myboca.us no later than 12 hours prior to the start of the meeting. Materials must be scanned for security purposes, so we will not be able to accept powerpoint presentations and similar computer-based materials later than 12 hours prior to the start of the meeting.

Listen OR View the Virtual Public Meeting

LISTEN
Option 1: Dial the toll free conference number. The specific meeting conference call in number and attendee code are on the public webinar page. www.myboca.us/webinar
Option 2: Tune radio to AM station 1650 (WPQ)

WATCH
Option 1: Livestream: www.myboca.us/meetings
Option 2: TV
- Comcast Ch 20 (within City limits)
- AT&T U-Verse Ch 99 (within PB County)
- Hotwire Ch 395 (within PB County)

Send Public Comments Via Email or Voicemail

Option 1: Email meetingcomments@myboca.us (including your name and address, and your comment), up until two hours before the starting time of the meeting. The full email will be reviewable by the Council members or CRA Commissioners as part of the record. Emails received late will be made part of the record.

Option 2: Leave a voicemail at (561) 393-7721 and follow the instructions in the greeting, up until two hours before the starting time of the meeting. Voicemail messages will be reviewable by the Council members or CRA Commissioners as part of the meeting record. Messages received late will be made part of the record. (5 minute limit)

Back up material for agenda items is available upon request through BRCityClerk@myboca.us.