



## **PARTICIPATING IN CITY COUNCIL MEETINGS IN CONFORMANCE WITH SOCIAL DISTANCING REQUIREMENTS**

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In order to minimize the spread of the COVID-19 virus, the City of New Castle is providing multiple alternatives to viewing Council meetings and providing comments on items on the agenda. These alternatives allow the City to adhere to social distancing requirements, follow the Governor's Executive Order and provide a way for the public to provide public comment live during the meeting.

### **SUBMITTING COMMENTS BY E-MAIL**

If you choose not to attend the Town Council meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 p.m. on Tuesday, May 12, 2020 at [info@newcastlecity.delaware.gov](mailto:info@newcastlecity.delaware.gov).

### **VIRTUAL PARTICIPATION BY ZOOM VIDEO CONFERENCING**

The City of New Castle is now offering the ability to view and participate in Council meetings via video meetings and telephonic conferencing via "Zoom" video conferencing computer technology. Instructions for participating via Zoom are provided below.

You can view the meeting online at the address below. A clickable link is available on the City website at [www.newcastlecity.delaware.gov/events](http://www.newcastlecity.delaware.gov/events).

Meeting Link:

<https://us02web.zoom.us/j/87218900167pwd=T1N4d0FqUHk5RERjcWFTYWpRSGQ1QT09>

Enter Password: 390537

You can also participate in the meeting via telephone by calling the phone number below and entering the meeting ID and password when prompted. (Long distance rates may apply.)

(301) 715-8592 or (646) 558-8656.

Meeting ID: 872 1890 0167

Password: 390537

### **MAKE A COMMENT USING A COMPUTER OR SMART PHONE:**

- Click on the "Raise Hand" feature in the webinar controls. This will notify City staff that you have raised your hand.
- City staff will unmute your microphone when it is your turn to provide public comment.
- Before making public comment please state your name and street address.
- A prompt will appear to confirm you would like to be unmuted. Once you accept the prompt, you will have three minutes to provide public comment.
- Once your public comment has ended, you will be muted again.

### **MAKE A COMMENT USING A REGULAR PHONE:**

- Dial \*9 (star 9), this will notify City staff that you have "raised your hand" for public comment.
- City staff will unmute your microphone when it is your turn to provide public comment.
- You will hear "you are unmuted" and then you will have three minutes to provide public comment.
- Before making public comment please state your name and street address.
- Once your public comment has ended, you will be muted again.