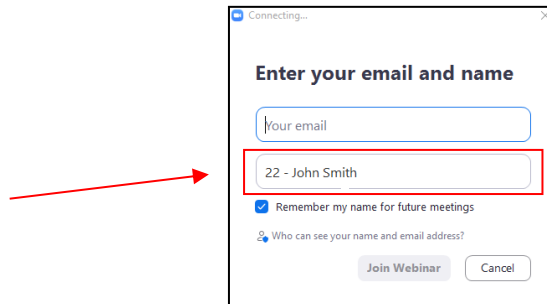




## Information for Joining the Pittsburgh Public Schools Virtual Public Hearing via Zoom Webinar

Participants in the monthly Public Hearing will now be able to give their testimony virtually via Zoom, using the Zoom Webinar feature. Participants will be able to watch and listen while waiting to testify and will be granted access to give their testimony. Below is a guide to help you navigate this process.

1. Once you have registered for the Public Hearing, you will receive an email from the Board of Directors' office with the link to join the Zoom meeting. Please do not share this link with anyone. This link is only for registered speakers.
2. In the afternoon on the day of the Public Hearing, you will receive an email with the agenda. On the agenda is your assigned speaker number. You will need to know your speaker number in order to join the Zoom Meeting.
3. The evening of the hearing, you will click the link in your email to enter the Zoom Meeting. The link will be open by 5:40 p.m.
4. Once you click the link to enter Zoom, you will see the following prompt where you are required to enter your email and name:



In the line where you enter your name, you will need to include your assigned speaker number followed by your first and last name (an example is pictured above). This is necessary so that the administrators of the meeting can verify that you are a registered speaker. If you do not enter your speaker number with your name, you will not be permitted to testify.

5. Once you connect, you will then be placed in the "attendee" side of the meeting. While you are there you will be able to see and hear the proceedings. You will not be able to speak or turn on your camera. You will remain in the attendee side until it is your turn to give testimony.

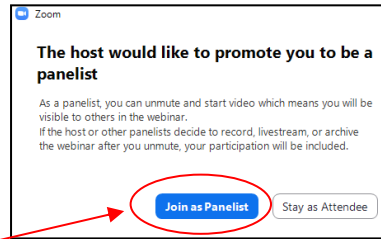
Board of Directors  
Pittsburgh Public Schools

341 S. Bellefield Avenue  
Room 239  
Pittsburgh, PA 15213

lgetty1@pghschools.org  
Phone: 412-529-3770

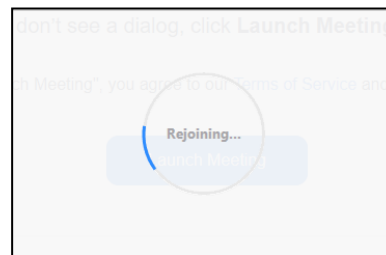
Parent Hotline:  
412-529-HELP (4357)

- When it is your turn to give testimony, you will be promoted to the participant side of the meeting. When that time arrives, you will see this prompt:



Click "Join as Panelist" to enter the participant side of the webinar.

- Once you click "Join as Panelist" you will be disconnected from the attendee side and immediately connected to the Panelist side. When that is happening, you will see this message box:



- Once you are admitted to the panelist side of the meeting, please unmute your microphone and turn your camera on. Please wait to start speaking until prompted to do so by the moderator.
- Once you begin speaking you will have three minutes to read your testimony. Once you are finished speaking, you will be removed from the meeting. If you are still speaking after your three minutes have expired, you will be muted by the moderator and removed from the meeting. You can still watch the remainder of the hearing on the District's live stream. This link can be found on top of the District's web site at [www.pghschools.org](http://www.pghschools.org).
- Unfortunately, you will not be able to join via a traditional phone call, as the District cannot verify a participant on the phone. You can enter the Zoom Meeting by PC (Windows or Mac), a smartphone or a tablet with the Zoom app installed. You can download the Zoom app from the Play Store on an Android device and from the App Store on an Apple Device.

If you have any questions, please feel free to reach out to David Skalniak, Media Services Manager for the Pittsburgh Public Schools at [dskalniak1@pghschools.org](mailto:dskalniak1@pghschools.org).

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