



## Steps for joining **Communities of Interest (COI)** meetings



### **1** Register for a timeslot

- Registration opens 14 days before the meeting and closes at 5pm two days before the meeting.
- Go to the “Meetings” page of the website and identify the meeting you want to participate in.  
<https://www.wedrawthelinesca.org/meetings>
- Click on the COI Input Meeting link “Input Registration/Information.”
- Pick a timeslot to register and click on the link for the timeslot.
- Fill out the form to submit your registration.
- When you submit the form you will see the following message:

“Thank you for requesting an appointment timeslot. You will receive an email the day before the CRC COI Input meeting with details on how to login to the meeting.” You will also receive an automated email with a copy of your registration form.

- One day before the meeting you will receive an email with instructions on how to access the meeting.
  - ✓ The instructions will advise you to join the meeting during your designated timeslot. When you join the meeting, please use the "raise hand" button at the bottom of your screen to enter the queue. When it is your turn to speak, the moderator will be identifying you by your assigned unique ID number.
  - ✓ You will be reconnected to the session with the ability to enable your own video and/or audio.
  - ✓ The Commission will be enforcing a three-minute time limit with a warning at 30 seconds and 15 seconds remaining.
  - ✓ At the beginning of your input, please remind the mapper what area you would like to see on the screen.
- Please join the meeting at your registered timeslot.

### **2** If you prefer not to register

- If you prefer not to provide personal information for registration or all appointment timeslots are full, you can call in the day of the event to get in the queue to speak.
- Call in number for public input is (877)853-5247 and the passcode will be posted the day of the meeting.
- Watch meetings live: <http://videosscc.com/CRC/>.

### **3** Accessibility

- If you require an interpreter, requests for interpretation must be submitted at least five business days prior to the meeting. You can submit your request via email to [interpreter.request@crc.ca.gov](mailto:interpreter.request@crc.ca.gov), on the appointment request form or call our offices at (916) 323-0323.
- Requests for disability-related modification or accommodation should be made at least five business days prior to the meeting and should be submitted in writing either by mail at 721 Capitol Mall, Suite 260, Sacramento, California 95814 or by email at [votersfirstact@crc.ca.gov](mailto:votersfirstact@crc.ca.gov).
- All COI input meetings will have ASL and closed captioning.