

PARKS AND RECREATION COMMISSION

VIRTUAL MEETING PROCEDURES

Meeting Format:

1. The meeting will be conducted virtually via Microsoft Teams. A telephone call-in number will be made available to members of the public who would like to listen and provide comment.

Instructions for Commissioners, Staff, and Presenters:

2. Commission members, P&R staff, and presenters will receive a Microsoft Outlook email invitation to the meeting. Commissioners are asked to promptly accept or decline the invitation so that staff may determine if a quorum will be present
3. At the time of the meeting, participants will open their Outlook email invitation on their personal devices and join the meeting. Teams will be used for audio and video, so please mute the microphone as it creates significant reverberation.
4. Should any Commissioner, staff, or presenter experience technical difficulties during the meeting and lose their connection to the meeting, please bring it to the Chair's attention immediately. If this occurs, you can try to reconnect via Teams or can dial into the bridge phone line.

Information for Members of the Public:

5. Members of the public who wish to attend the virtual meeting, will need to call the phone number shown on the Parks and Recreation Commission (PRC) meeting agenda **907-519-0237**. This is how you will listen in. Meeting materials are available on the PRC website.
6. To provide testimony and/or public comments, please contact Taylor Keegan, Park Planner ahead of the meeting to schedule an appearance.
Taylor.Keegan@anchorageak.gov
7. When agenda items are open to public testimony, staff will contact those individuals that have emailed a request to speak on that case by using a separate bridge line.

Questions and Technical Assistance:

8. For any questions or technical assistance, please email Taylor Keegan, Park Planner at taylor.keegan@anchorageak.gov.