

BOARD OF PAROLE HEARINGS  
PUBLIC COMMENT VIDEOCONFERENCE TIPS FOR SUCCESS

- The Executive Board meeting is held using Microsoft Teams. Meeting participants may join via video and audio using a web browser (Google Chrome or Microsoft Edge) or the Microsoft Teams app, or by audio only using the Microsoft Teams conference telephone line and ID. The Microsoft Teams link is posted on the Executive Board Meeting Agenda, which is available on the Board's website. To access the meeting link, go to the Board's main agenda webpage at <https://www.cdcr.ca.gov/bph/meeting-agenda>. Click on the desired month of the meeting and select "Agenda." The Microsoft Teams meeting link and call-in information will be available on each month's agenda.

NOTE: The meeting link changes each month and also for every separate open session held within a month.

- The Board will start its meetings on time as scheduled on the agenda. The Board is not responsible for participants' issues with connectivity or equipment failure.
- Members of the public can listen to or watch the whole meeting and may speak only when called upon by the chairperson or the moderator. You should mute your phone or computer while logged into the meeting until you are notified that it is your turn to speak. Any disruptive behavior, including background noise and inappropriate gestures and displays, may result in immediate removal from the meeting.
- If you wish to speak at the meeting, please complete and submit a speaker card before the meeting to [Sylvia.Paredes@cdcr.ca.gov](mailto:Sylvia.Paredes@cdcr.ca.gov). The speaker card is available on the Board's website at <https://www.cdcr.ca.gov/bph/executive-board-meetings-overview/meeting-agenda/>. You may also call (916) 322-4752 to register your speaker information. If the telephone number goes to voicemail, please leave the information on the recording so the moderator may appropriately identify you when it is your time to speak. Speaker cards may be submitted any time after the agenda is posted.
  - The chairperson will announce each case in the order it appears on the agenda. You must reserve your comments until the chairperson announces the case about which you wish to speak. For each case, those in support of the inmate will speak first, followed by those speaking in opposition. Be sure to listen for your case and whether it is time for comments in support or opposition.
  - The moderator will prompt the first listed speaker to unmute and begin to speak. After unmuting, please say and spell your first and last name for the record. You can state that you wish to provide your comment anonymously if you choose.
  - After calling on all listed speakers, the moderator will announce the opportunity to speak if a participant did not submit a speaker form prior to the meeting. Please pay attention to the chairperson and moderator so you can offer your comments for your case at the right time.
- You must stay muted until it is your turn to speak. When it is your turn to speak, you must eliminate any background noise (music or television) and have your line unmuted or you will not be heard. If participating from a telephone and it is your turn to speak, you must press "\*6" (star six) to unmute yourself to speak. If participating from a computer and it is your turn to speak, you must press the microphone icon to unmute. Please remember to mute yourself after your turn by pressing "\*6" (star six) again or pressing the microphone icon.
- You may speak only once regarding your case. You may not provide a rebuttal after another speaker.

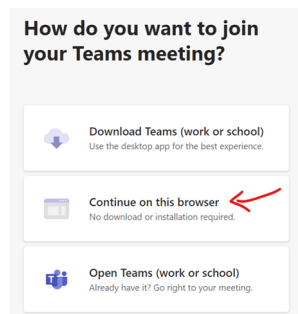
- You may speak on multiple cases but must wait until each case is called.
- You may also submit a written statement for consideration by emailing it to [BPHEXE.BRDMEETING@cdcr.ca.gov](mailto:BPHEXE.BRDMEETING@cdcr.ca.gov). Written statements on consent calendar items must be received by 5:00 p.m. the day before the meeting. Written statements on en banc cases must be received by 10:00 a.m. the day the case is being heard to ensure consideration by the Board. These written comments are given the same consideration as comments made during open session at the Executive Board Meeting

## TROUBLESHOOTING TIPS

**HELP LINE:** The board will set up a help line during the meeting to assist with any Microsoft Teams issues. Please first try troubleshooting your issues by following the tips below. If you continue to have issues, contact **Tara Doetsch** by calling **(916) 224-4615** or emailing [Tara.Doetsch@cdcr.ca.gov](mailto:Tara.Doetsch@cdcr.ca.gov). If the phone line is busy, please leave a message and a staff member will contact you as soon as possible.

**If you are joining by video from a computer, iPad, or phone:**

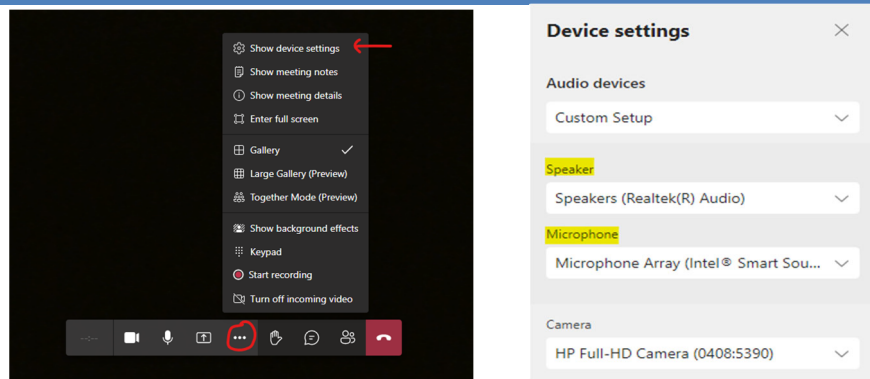
- Use the **Google Chrome** or **Microsoft Edge** web browser. Other browsers, such as Safari and Internet Explorer, may not be compatible with Microsoft Teams.
- If you are using the Microsoft Teams app, try using a web browser instead.



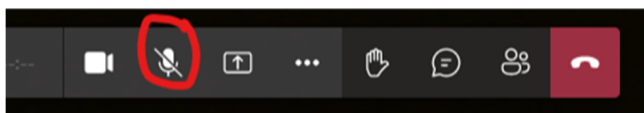
- **If you are having difficulty hearing the meeting or being heard when it is your turn to speak,** check that you have the correct speakers and microphone selected. Your device should be defaulted to the available speaker and microphone, but you may need to make a different selection if you have any external equipment attached to your device (such as another monitor screen or speakers).

To select a different speaker or microphone, **click on the ellipses (...)** icon in the toolbar and click on **“Show device settings,”** which will allow you to select a different speaker and microphone.

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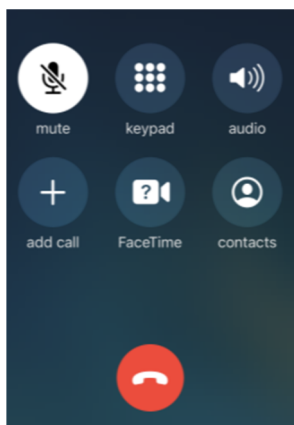


- When it is your turn to speak, **unmute your microphone by selecting the microphone icon** in the toolbar. The line through the microphone indicates that you are muted. You must stay muted until it is your turn to speak or the meeting moderator will mute you.



## **If you are calling into the meeting by phone (audio only):**

- Press \*6 (star six) to mute and unmute yourself. A recorded message will alert you that you have muted/unmuted yourself.
- If you are using a touch phone, you may also use the microphone icon to mute and unmute yourself.



- If you unmute yourself when it is not your turn, the meeting moderator will mute you. If you receive a recording that you have been muted, **please do not unmute yourself until the moderator notifies you that it is your turn to speak.**