

City of Virginia Beach Electronic Public Meetings Guide

Updated 5/6/2020

Due to the global pandemic, caused by a novel coronavirus and the City's response to COVID-19, the City has deployed a solution that will allow the Advertising Advisory Committee meetings to be held electronically if needed.

These meetings can be viewed online

at <https://www.vbgov.com/government/departments/cvb/Pages/default.aspx>

Please ensure that you fill out all required fields of the registration accurately.

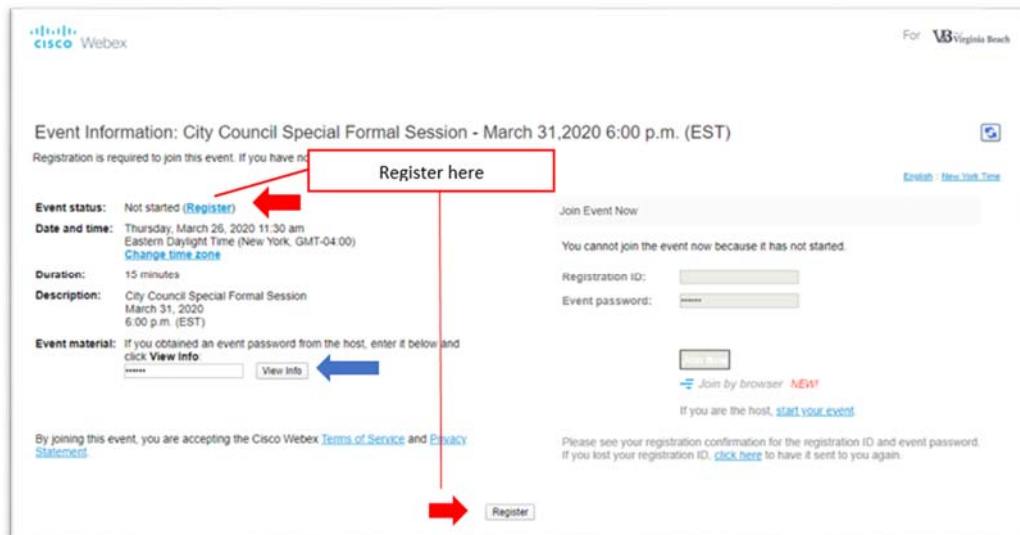
After completing the online registration meeting attendees that would like to speak on an agenda item must call Brande Rumpf, CVB Executive Assistant at 757-385-6624 (between 8a-5p M-F) or email brumpf@visitvirginiabeach.com by 10:30 a.m. on the day for the meeting.

Review Event Materials:

Event material can be viewed on the main registration event page.

Attendee Registration Instructions: (Screenshot examples below)

1. After selecting the link on the vbgov.com homepage, select "register" to begin providing your information



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- To complete the registration, fill in all fields that have an asterisk (*) notated beside it: First Name, Last Name, Email Address, Confirm Email Address, Phone Number, Address, City, State, and Zip Code. Once complete, select "Submit"

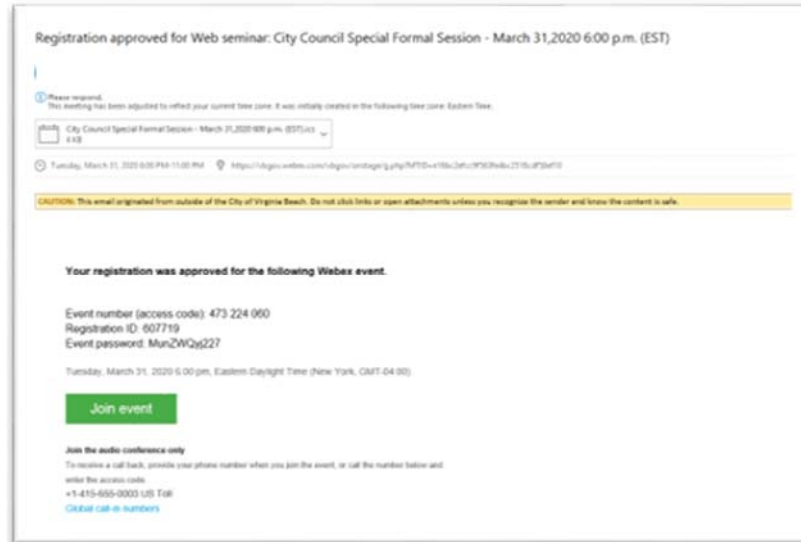
The screenshot shows a registration form titled "Register for City Council Special Formal Session - March 31, 2020 6:00 p.m. (EST)". The form includes fields for First name, Last name, Email address, Confirm email address, Address 1, Address 2, City, ZIP/postal code, Phone number, and State/province. A "Submit" button is located at the bottom right. Below the form, there is a disclaimer about citizen participation and links to the Council Agenda Web Page and Ordinances/Resolutions to be considered.

- Once submitted, your registration will be confirmed

The screenshot shows a confirmation page titled "Registration Confirmed". It includes a "Done" button and a "Set Up Webex Events" section with instructions on how to participate in fully interactive events and how to set up Webex Events on a computer. The page also provides information about the playback of UCF (Universal Communications Format) rich media files and system requirements.

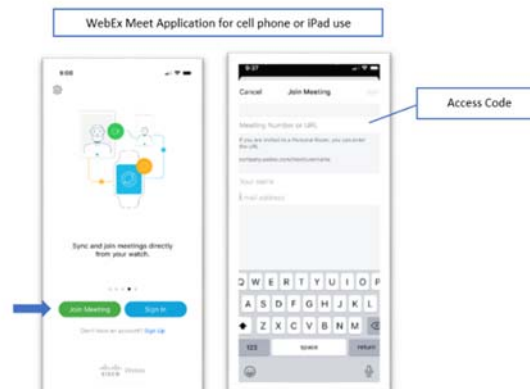
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4. You will receive a confirmation email with the meeting details. If you keep this invitation, when it is time to join the event you can join by selecting the green “join event” button. Make sure you join with the same email with which you registered



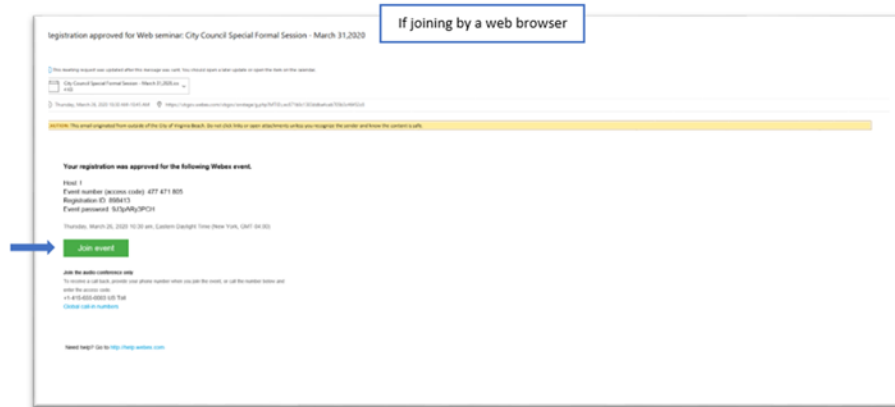
Application Download Instructions:

1. Whether you have an IOS, Android, or Windows device, the WebEx Meet application can be found in the device app store. It is recommended to download the application or browser extension before the meeting
2. Register for the event following the guidelines above
3. On the day and time of the event, to join the meeting via the application, select “join meeting”, enter in the access code from your registration confirmation email, your name, and your email address

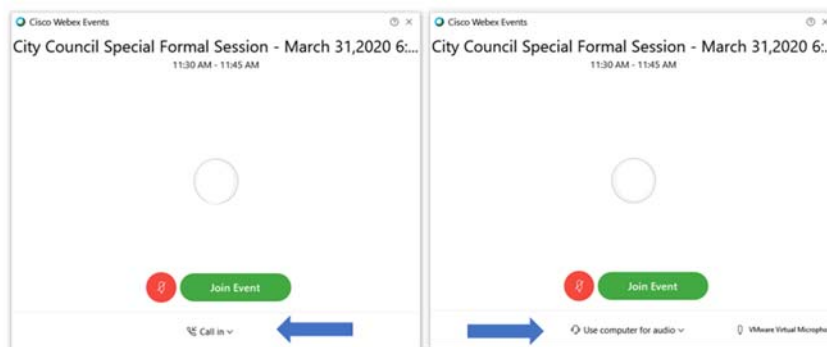


Attending/Joining:

1. On the day of the event:
 - a. If joining by an internet browser, you will reference the confirmation email and select “Join event”; you will be taken to the event page via an internet browser that you have installed on your computer. Chrome is the recommended browser for the best user experience.
 - b. If joining by the WebEx App you will open the app and type in the event number and password that is listed on your registration email



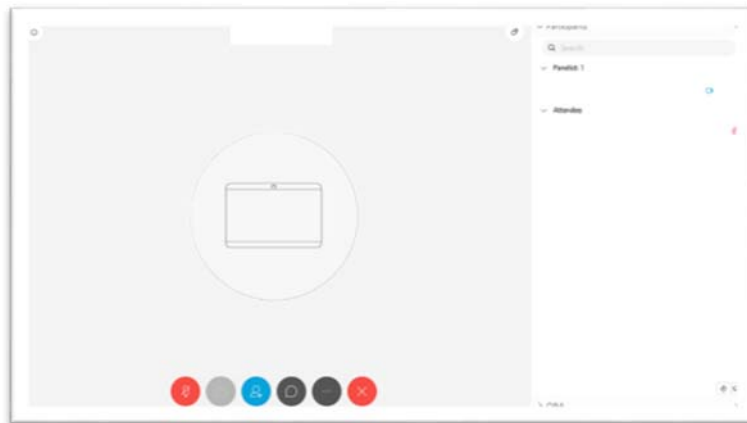
2. You can connect to audio either by using your computer speakers or headset, and select “use computer audio”, or to use your telephone select the drop down “I will call in” where you will be prompted with a phone number, access code, and pin



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3. Once in the meeting, you should see your name listed under the Attendees section of the Participants panel. You will also be able to view the list of Panelists, as well as view and hear what is being presented during the event



4. To leave the event, you can select the icon in the bottom middle of the screen that is a red 'X', then select "leave event"

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