



SPEAKER REGISTRATION

Public comment will be allowed in-person or remotely by telephone. Speakers may only register to speak on an item once either in-person or remotely.

In-Person Public Comment will occur as follows:

Speakers will be taken at the beginning of the meeting during the Citizen Communication agenda item.

To speak in-person at the Joint Work Session of City Council, Capital Metro Board and ATP Board:

- Speakers must submit the online registration form OR they may contact Ed Easton at 512-369-6040 to sign up in advance. Speakers will not be able to register using the City Hall atrium kiosks. The online registration form can be found at <https://www.surveymonkey.com/r/Oct4JointMtg>.
- **Registration must be submitted by 1 p.m. the day before the meeting.** Advanced registration allows staff to manage the number of speakers in the meeting room to accommodate social distancing requirements.
- **Speakers will receive either an email or phone call providing instructions on speaking at the meeting following the close of the registration period.**
- Handouts or other documents that speakers wish to have provided to Council must be emailed to Liane.Conte@austintexas.gov by 1 p.m. the day before the meeting. This information will be provided to the policymakers in advance of the meeting.
- Currently speakers may not donate time to other speakers.
- The allotted time provided to speakers will be three (3) minutes.
- Requests for language translation/interpretation services or sign language services must be emailed to Liane.Conte@austintexas.gov 48 hours in advance of the meeting.
- Council agenda may be accessed at: https://www.austintexas.gov/department/city-council/council/council_meeting_info_center.htm.

Remote (Telephone) Public Comment will occur as follows:

Remote speakers will be taken at the beginning of the meeting during the Citizen Communication agenda item.

To speak remotely at the Joint Work Session of City Council, Capital Metro Board and ATP Board:

- Speakers must submit the online registration form OR they may contact Ed Easton at 512-369-6040 to sign up in advance. The form can be found at: <https://www.surveymonkey.com/r/Oct4JointMtg>.
- **Registration must be received by 1 p.m. the day before the meeting.** Advanced registration assists with managing the number of speakers in the speaker queue.
- **Speakers will receive either an email or phone call providing instructions on speaking at the meeting following the close of the registration period.**

- Handouts or other documents that speakers wish to have provided to Council must be emailed to Liane.Conte@austintexas.gov by 1 p.m. the day before the meeting. This information will be provided to the policymakers in advance of the meeting.
- Currently speakers may not donate time to other speakers.
- The allotted time provided to speakers will be three (3) minutes.
- If you are calling using a cell phone, please ensure you are in a location with good reception. If you are using a wireless connection, please note your call may drop depending on the service.
- Requests for language translation/interpretation services or sign language services must be emailed to Liane.Conte@austintexas.gov 48 hours in advance of the meeting.
- Council agenda may be accessed at: https://www.austintexas.gov/department/city-council/council/council_meeting_info_center.htm.