



Instructions for Testifying REMOTELY (ONLINE OR BY PHONE) at a Development Review Commission Hearing

IMPORTANT: If you are not able to testify remotely for any reason, e.g., inadequate or faulty internet connectivity, computer or phone equipment, or operation thereof by yourself, City personnel, internet service providers, virtual meeting platform software, or other third parties involved in transmission and receipt of your oral testimony, **you are deemed to have waived your oral testimony.** You are **strongly encouraged to also submit your testimony in writing** by noon on the day of the hearing to assure appearance in the proceeding, receipt of testimony, and right to appeal.

- In order to receive the Zoom meeting link to allow you to testify online or by phone, you must [register](#) **online prior to the meeting.** You must timely log in to the Zoom meeting or call the Zoom phone number and testify when called upon during the hearing.
- You will be admitted into the Zoom meeting as an Attendee. Attendees can see and hear the meeting and presentations, but cannot be heard by others in the meeting until they are changed from "Attendee" to "Panelist" by Admin Staff during the public testimony portion of the meeting.
- The Chair will announce when it is time for public testimony. To keep order in the hearing, please **wait your turn to speak until the Chair calls upon you to testify.**
- Individuals will have 5 minutes to testify. Recognized neighborhood associations, homeowners associations, government or government agencies, or other incorporated public interest organizations will have 10 minutes. Answering questions asked by members of the Commission will not count towards your time. The Deputy City Attorney will alert you when

you have one minute remaining in your testimony and when the time limit is up.

- If you would like to cede your time to another person, please let kkluge@lakeoswego.city know by noon on the day of the meeting. Whoever is ceding their time must be present at the meeting either in person, by phone, or by computer and will be called upon prior to the person they are ceding their time to. No person's or other representative's testimony may be increased to greater than 10 minutes.
- If you plan to make a slide presentation, you will be responsible for displaying your presentation through screen sharing from your computer during your testimony and for controlling the presentation; staff is not able to display or control the presentation for you. In order for your presentation to be part of the record, you must submit a copy of the presentation to kkluge@lakeoswego.city by noon on the day of the meeting.
- Please Click the [Already Registered Online Testimony Link](#) on the meeting **webpage** for the Zoom link to the meeting. This will be posted 10 days prior to the meeting date. Please make sure you are logging into Zoom with the same name and email you originally used when requesting a link.