HOW TO JOIN A PUBLIC MEETING
WITH WEBEX EVENTS

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Members of the public are able to monitor public meetings and speak during public comment by joining the meeting through WebEx Events.

Below are instructions on how to join and participate through WebEx. You will need a device with an internet connection to join.

1. Visit https://duluthmn.gov/live-meeting. You will be redirected to a WebEx event portal.

2. Under "Join Event Now," enter your name and email address. You do not need an event password. Please note that you cannot join the meeting until it starts at the designated time.

Join Event Now

To join this event, provide the following information.

First name:

Last name:

Email address:

Event password:

Join Now

≡ _Join by browser_ *NEW!*

3. You will enter the meeting as an "attendee" this means that you can see and hear the event, but other event participants cannot see your video and cannot hear your audio unless/until you are acknowledged by the Council President, Board Chair, or Clerk.

INFO

4. If you would like to speak during public comment, please utilize the raised-hand icon to indicate that you would like to speak.

5. You can do this by opening the participant window (round participant icon at the bottom of the screen) and selecting the hand icon in the lower right hand portion of the screen.   The Clerk will only acknowledge those attendees who have "raised their hand" by selecting the hand icon.
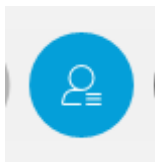
Participant Window
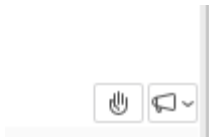
Raised Hand Icon located in the lower right of the Participant Window

6. When you are acknowledged, please state your name, address, and the agenda item you are speaking to.   Please note public comment is limited to three minutes per person in order to accommodate all speakers.