Community Based Organizations (CBO)
PUBLIC COMMENT VIDEO COMMENT PRESENTATIONS
Budget and Appropriations Committee
Friday, June 25, 2021
Call-In: 1 (415) 655-0001 / Meeting ID: 146 586 5393 # #
(*3 to line up to speak or *3 again to get out of line)

Video Comment Technical Requirements and Limitations

- Submit your email address to Alisa Somera, Legislative Deputy Director, at alisa.somera@sfgov.org in order to register and obtain the ability to upload videos. *(Due to new security firewalls, we need to register your email with our system in order for you to access.)*
- You must still call in to provide public comment and request your video presentations be played; they will not be played if you do not call in.
- Once registered, you will receive the confirmation and log in information for your organization.
- **1 Minute** limit for each speaker (the video will be cut off if it is longer)
  - One video may have up to 10 speakers at 1 minute each, for a total of 10 minutes (preferred)
- Must be **.mov** or **.mpeg4** video format
- Upload all videos no later than Thursday, June 24, 2021 at 5:00 p.m. to:
  > **https://sfftp.sfgov.org/EFTClient/Account/Login.htm#/**
  > Username: **CBO**
  > Password: **TJavU8R4** (case sensitive)
- If the public comment is spoken in any language other than English, please indicate the language in the file name (as referenced below) so that we can identify it for language assistance, if needed. See below section, "Interpretation Needs," for more information.
- Sample naming conventions for videos:
  - "Hospitality House - Alisa Somera" (one individual)
  - "Hospitality House - Alisa Somera - Spanish" (one individual, need interpretation)
  - "Hospitality House - Alisa Somera, Wilson Ng - Spanish interpreted" (two individuals, Spanish speaker that has an interpreter also)
  - "Hospitality House - Group of Ten Speakers [#]" (group of up to 10 speakers) (Fill in the [#] according to which order you want the group videos to play)
- After all videos have been uploaded, by end of day Thursday, June 24, 2021, please email a final count of videos/speakers from your organization to Alisa Somera, Legislative Deputy Director, at alisa.somera@sfgov.org

At least 48 hours in advance or no later than 10:00 a.m. on Wednesday, June 23, 2021:

- Sign up as a Community Based Organization to provide hub and/or video comment presentations by emailing Alisa Somera, Legislative Deputy Director, at alisa.somera@sfgov.org, with:
  - Name of organization
  - Name of main point of contact
  - Cell phone number and email for main point of contact (not the number you will be calling from on Public Comment Day)
  - Phone number you will be calling from on Public Comment Day

On Friday, June 25, 2021, Public Comment Day:
- Call in to the Public Comment phone number at 9:00 a.m. to check in with staff so we can:
    - Confirm all videos have been received and there are no issues
    - Identify you in our portal so we can track you
    - Answer any last-minute questions

Public Comment will be taken, as follows:
- 10:00 a.m. - 1:00 p.m.: Encouraged for interpretation and special need accommodations
- When we begin taking CBO public commenters:
    - When your line is unmuted, either state 1) you are with a CBO and have 10 consecutive callers or 2) you are a CBO and would like to play your public comment video.
    - We will take 10 CBO Public Commenters consecutively from one organization, either a video comment presentation (10 at a time) or verbal comments from the physical hub location of the organization.
    - After your round of speaking is completed press *3 to get out of line and *3 again to re-enter the line.
    - After we get through the first round of CBO Public Commenters, we will take all regular commenters who have lined up and circle back to the next round of CBO Public Commenters.

Interpretation Needs

Videos in non-English may be **submitted by themselves** and our interpreter will provide interpretation after their 1 minute is complete.

Videos in non-English that **also contain an interpretation** of their comments must be no more than 2 minutes, 1 for the commenter and 1 for the interpreter.