

Each speaker will have five minutes to speak. The meeting clerk will run a timer visible to both remote and in-person speakers but you may wish to have your own timer to pace yourself. When you have finished, please remain in the room or online as Council members may ask you questions.

Please be present for the beginning of the meeting to hear your name read out. If you are not present when the Committee or Council discusses your item, you may miss your opportunity to speak. Frequently asked questions about meetings and speaking can be found on the [City Clerk Frequently Asked Questions webpage](#).

If you are participating in person, City Hall can be accessed through the south-east and south-west entrances above ground, or the the City Hall parkade below ground.

If you will be arriving by car, you may want to review [how to pay for parking](#) and [parking rates, hours and locations](#) near City Hall. If you will be arriving by public transit, City Hall is accessible through the Churchill Station and multiple bus routes. Bike parking is available at multiple locations around City Hall including the south-east corner.

All in-person attendees will be screened for possession of prohibited items prior to entering the City Room and Council Chamber. If you are attending in-person, please allow time for this screening process. Information on screening and a list of prohibited items can be found under the Security Procedures drop-down on the [Interact with Council](#) page.

If you indicated that you wish to participate remotely, please see the instructions below. The day prior to the meeting, you will receive a Google Meet invitation which will include a link to join the meeting online. If you are unfamiliar with Google Meet, you can learn about joining a meeting directly in the [Google Meet Help resources](#). The meeting invitation will also include a phone number if you will be participating by calling in by phone. Please note, long distance charges may apply.

Please note the following restrictions when participating in Council meetings to ensure decorum and that meeting procedures are followed in a fair and equitable manner:

- Refrain from using any Artificial Intelligence (AI) for notetaking. This includes but is not limited to Google Gemini. Minutes for meetings are published online, typically within 3 business days after the meeting has taken place, on [edmonton.ca/meetings](#).
- Campaigning, campaign materials and campaign statements for any elected positions are not permitted in City Hall.
- If participating remotely, do not use the Google Meet chat functions including emojis and the raise hand feature.

To ensure your presentation can be displayed during your speaking time in a meeting, please note the following:

- Email presentations to city.clerk@edmonton.ca before 4:30 p.m. on the business day before the meeting.
- Consider numbering your slides for ease of reference.
- Only presentations in PDF, Google Slides, or PowerPoint format can be displayed during meetings. Individual photo or video files will not be displayed, but you may embed them within your slides or submit them as correspondence. The Office of the City Clerk will attempt to display embedded multimedia, however, some files may be incompatible with the meeting broadcast technology.
- For cybersecurity and compatibility reasons, USBs or other external storage devices will not be accepted.

The meeting clerks will share your presentation at your turn to speak and advance your slides. We encourage you to say “next slide” as you advance through your presentation to ensure your presentation advances as intended.

For any other questions or to inform us you would no longer like to speak, please contact the Office of the City Clerk at 780-496-8178 or city.clerk@edmonton.ca.

Remote Participation Instructions

For the best remote participation experience, you are encouraged to participate online using a computer or laptop. A phone or tablet can be used if needed. Instructions are provided for both below.

To participate using a computer or laptop:

1. In advance of the meeting:
 - a. Ensure that your device has a speaker to hear the session and a microphone to participate.
 - b. Using headphones with a microphone, separate from your device's built-in speakers and microphone, while not necessary, will help prevent echo or feedback.
 - c. You may wish to use your device's camera or a webcam while presenting. You are not required to have your camera on to participate.
 - d. Ensure that you have allowed access to the audio/microphone on your device/headphones.
 - e. Google has a help page on [connecting your video and audio](#) and how to test this before a meeting.
2. Plan to join the meeting at least 5 minutes before the meeting's scheduled start time.
3. Click the 'Join with Google Meet' link from your calendar or the email invitation.
 - a. In this window, you will be able to turn off your camera if you do not wish to share your video.
 - b. Please mute your audio prior to joining the meeting. To ensure there are no disruptions please mute your microphone when you are not presenting or answering questions.
 - c. Click 'Join Now' to enter the meeting.

If you need assistance, please contact city.clerk@edmonton.ca or 780-496-8178.

To participate using a tablet or smartphone:

1. In advance of the meeting:
 - a. Download the Google Meet app.
 - b. Using headphones and a microphone, separate from your device's built-in speakers and microphone, while not necessary, will help prevent echo or feedback.
 - c. You may wish to use your device's camera or a webcam while presenting. You are not required to have your camera on to participate.
 - d. Ensure that you have allowed access to the audio/microphone on your device/headphones.
 - e. Google has a help page on [connecting your video and audio](#) and how to test this before a meeting.

2. Plan to join the meeting at least 5 minutes before your scheduled start time.
3. Click the 'Join with Google Meet' link from your calendar or the email invitation. You can also join directly from the app if your calendar and app are linked with the same Google account.
 - a. In this window you will be able to turn off your camera if you do not wish to share your video. It is recommended that you keep your camera off until it is your turn to speak. Please do not use filters or avatars.
 - b. Please mute your audio prior to joining the meeting. To ensure there are no disruptions please mute your microphone when you are not presenting or answering questions.
 - c. Click 'Join Now' to enter the meeting.

If you need assistance, please contact city.clerk@edmonton.ca or 780-496-8178.

To participate by phone (calling in):

1. Plan to call-in to the meeting at least 5 minutes before its scheduled start time.
2. In the email with the calendar invite, you will see a section called 'Join by phone' where you will see a phone number and a PIN.
3. Call that number and follow the instructions for entering the PIN and pressing the pound key.
4. The host will greet you after you have joined the meeting, and to ensure that you and the host can hear each other, please unmute and verify your name. You can mute and unmute by pressing the star key and the number 6.
5. To ensure there are no disruptions, please mute your microphone when you are not presenting or answering questions.

Troubleshooting Tips

If you are unable to access the calendar invitation or have connection issues, please contact city.clerk@edmonton.ca or call 780-496-8178 for assistance. Regular business hours for this office are 8:00 a.m. to 4:30 p.m. Monday to Friday. If you are calling outside of these hours during an ongoing meeting, the voicemail and automatic email reply will direct you to email councilmeetingupdates@edmonton.ca to request assistance.

Google Meet Tips

The Google Workspace Learning Center offers a number of tips including:

- [Managing your Audio and Video](#)
- [How to view people in Google Meet](#)
- [Pin or Mute Google Meet Participants](#)

Watch the Meeting Online

Those interested in watching but not speaking/presenting can do so via the livestream at the relevant room on [Council on the Web](#) or on Youtube: [Chamber](#), [River Valley Room](#), [Councillor's Boardroom](#).