
Houston Parks Board LGC Meeting

- **Teams Meeting Link:** [Join Microsoft Teams Meeting](#)
 - **Call-In Option:** [+1 346-867-8508](#) **Conference ID:** 380 723 033#
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Getting Started

Download the Microsoft Teams program application for free [here](#). Please note that your computer requires speakers and a microphone in order to use Microsoft Teams. You may also download the app to your phone or tablet.

Basic Virtual Meeting Instructions

- Join the meeting via the link or by phone.
 - After joining, stay muted to minimize background disruptions.
 - If you are recognized by the Chair to speak, unmute yourself and consider turning on the app's video during your speaking time.
 - State your name, spell your last name, and make your comments in the specified time allowed.
 - To mute or unmute yourself on the phone, press *6. On the computer, use the microphone icon.
 - Please turn off your video after speaking. Remember, your image and background are made public.
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Public Comments

- Members of the public are invited to speak during the Public Comment portion of the agenda. If you would like to speak, please register [here](#) by 12:00 p.m. the day prior to the meeting or email info@houstonparksboard.org.
 - Speakers will be called on in the order of sign up and can speak for three minutes.
 - Please turn off your video after speaking. Remember, your image and background are made public.
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Concluding the Virtual Meeting

Please hang up or disconnect to leave the meeting.

Questions? Contact us at info@houstonparksboard.org.