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## Applicant Instructions for Presenting in Virtual LPC Public Hearings and Meetings

### Public Hearings/Meetings

The Commission will be holding virtual public hearings and meetings by livestreaming them on YouTube and via Zoom Webinar, a teleconferencing application that allows applicants and members of the public to participate using either the Zoom app on their smartphone, computer or by telephone using a dial-in number. Video tutorials for the Zoom app are available online [here](#).

Applicants can join the Zoom Webinar at any time during the public hearing and meeting to monitor the progress but are encouraged to join at the stated time on the Commission's agenda. Items will generally be called in the order in that they appear on the Commission's agenda, but the Commission reserves the right to change the order when necessary, so please join the Zoom Webinar at least an hour before the item is scheduled.

If you have concerns about access to and/or presenting in our virtual hearings and meetings, please contact Sasha Sealey, Community and Intergovernmental Affairs Associate at [sasealey@lpc.nyc.gov](mailto:sasealey@lpc.nyc.gov) or (212) 669-7816, and we will work with you to make accommodations.

### Preparing for the LPC Public Hearing/Meeting Presentation

Please work with LPC staff (the preservationist assigned to your application) to ensure you are well prepared and your presentation is ready for your scheduled hearing date. The following standards and guidance should be followed:

- Identify your **applicant team** by name and email address and share the list via email with LPC staff by no later than 3PM on the Thursday prior to the hearing date. See the next section for more information about selecting members of your **applicant team**.
- Limit the size of your presentation file (PDF or PPT) to no more than **65MB**, optimized for web viewing. The presentation file must be finalized and received by LPC staff no later than 3PM on the Thursday prior to the hearing date. **Note:** only the LPC staff will share the presentation slides in the hearing; the **applicant team** will not be able to share any new or updated files in the hearing.
- Work with LPC staff the week before the hearing or earlier to practice joining Zoom and using the software, and to test the computer and/or tablet that you will be using on the hearing day. Note that mobile phones cannot be used to control the presentation and

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advance slides. Make sure to practice advancing slides and using the mouse as a pointer to call attention to things on the slides as you speak. LPC staff can schedule a Zoom meeting with your applicant team to accommodate this.

- Since the teleconferencing medium is different than an in-person meeting, remember to make your presentation concise and focus on describing and advocating for your proposal related to the specific slide being shown. Avoid spending time explaining floor plans and other unrelated work in most cases.

### **Presenting in LPC Public Hearings and Meetings via Zoom**

The presentation of the hearing item will be made by the **applicant team**, comprised of those individuals that join the Zoom Webinar, including a primary **presenter**. The applicant team should be kept as small as possible to keep the presentation running smoothly with as few transitions as possible. This will also help to ensure that the LPC host can easily identify the applicant team attendees and promote them to panelists in the Zoom Webinar. Other individuals associated with the hearing item but not participating in the presentation can join the Zoom Webinar as an attendee, or view the livestream on YouTube to follow along. In some cases, the LPC staff may make the presentation for the applicant team, but this should be determined well in advance by discussing it with LPC staff. The following standards and guidance should be followed:

- **Before the hearing (day of):** The **applicant team** should be mindful of the “be here time” noted on the hearing agenda and join the Zoom Webinar at or before that time to follow along and keep up with the schedule as it progresses. **Applicant team** members must rename themselves before joining the Zoom Webinar by editing their Zoom profile to show first and last name followed by the property address when signing in (e.g. John Smith, 123 Fourth Street). The applicant team can join the Zoom Webinar as an attendee but will not be promoted to panelist until their hearing item is read into the record. **Note:** See below for information on Zoom Webinar links and passwords.
- **During the hearing:** Once your hearing item is read into the record, the **LPC host** will promote the **applicant team** from attendees to panelists. *Attendees MUST accept promotion to panelist when prompted by Zoom.* The **LPC host** will then share the presentation slides and give control of the slides to the **primary presenter** of the **applicant team**. Unless arranged in advance, the **LPC staff will not** introduce the proposal, which is a change from the usual procedure, and instead the applicant team will begin the presentation immediately when prompted by the LPC host. It is recommended that the primary **presenter** give the entire presentation if possible, or if more speakers are needed for complicated projects that there be as few as possible. Each speaker must state his or her name before speaking and will be muted when not speaking.

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- The primary **presenter will** advance slides for everyone on the applicant team during the presentation so that the **LPC host** does not have to give and take control of the slides to multiple team members. After answering questions from the Commissioners, the presenter will end the presentation on the Public Testimony information slide. This slide will be previously inserted at the end of the presentation (or before the appendix if there is one) by LPC staff.
- The primary **presenter** will remain in control of the slides during public testimony in order to have the opportunity to respond to the testimony and revisit slides as necessary.
- Once public testimony concludes and the hearing has been closed, the **LPC host** will take back control of the slides and will navigate them during the Commissioners' discussion as needed, during which time the **applicant team** will be muted. The **applicant team** will no longer be able to speak unless the Commissioners reopen the hearing in order to ask the team a question.
- **Note:** It is critical that the primary **presenter's** computer or tablet is in good working order. Please make sure that your mobile device and/or computer equipment and internet connection are adequate by testing in advance.
- **After the hearing:** After the Commissioners take an action to approve, approve with modifications, or deny an application, or take no action and close the hearing, the applicant team will be removed from the meeting. You should arrange to speak with the LPC staff (assigned preservationist and supervisor if needed) at a time and venue of mutual convenience for a debriefing.

### To Watch the Hearings on YouTube

- Go to the LPC YouTube Channel: [www.youtube.com/nyclpc](http://www.youtube.com/nyclpc) and click on the hearing date. The hearing will be streamed live on the scheduled date starting at the beginning of the hearing, typically at 9:30 a.m.
- Note: Make sure you are watching the live feed (it will display the word live). If you pause the hearing, it will pick up where you left off and will no longer be streamed in real time.

### Zoom Webinar information

- Links and passwords for meetings can be found here: <https://www1.nyc.gov/site/lpc/hearings/hearings.page>

### Attendee roles/functions in Zoom Webinar

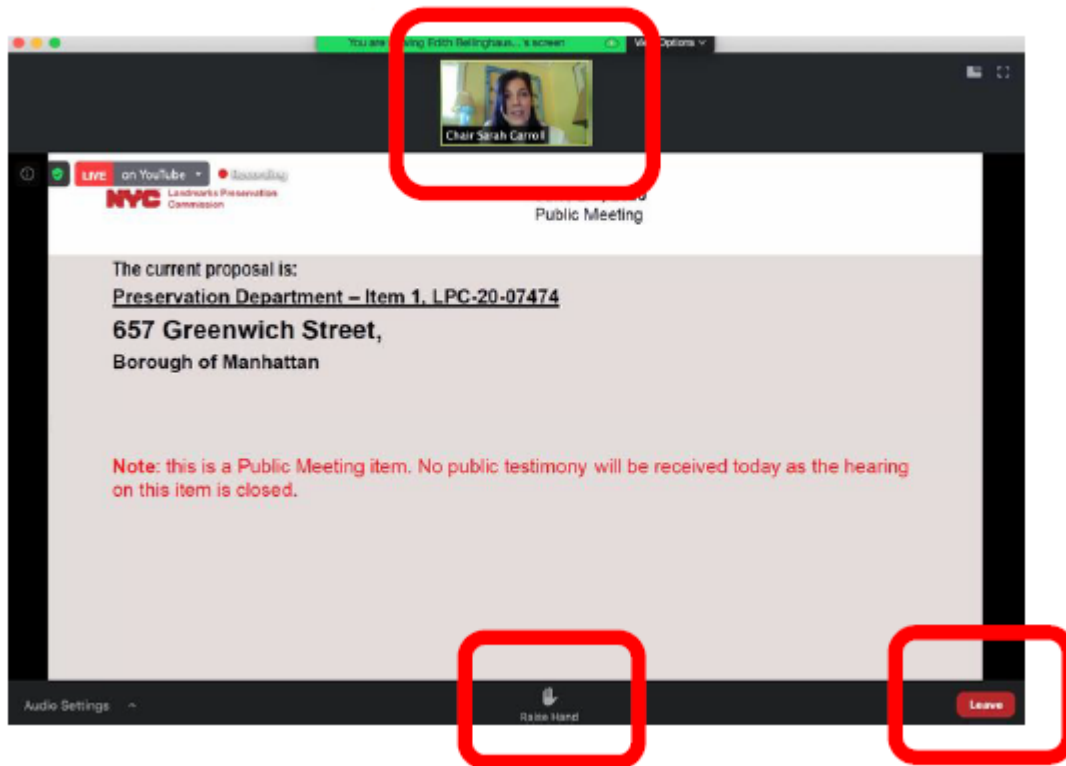
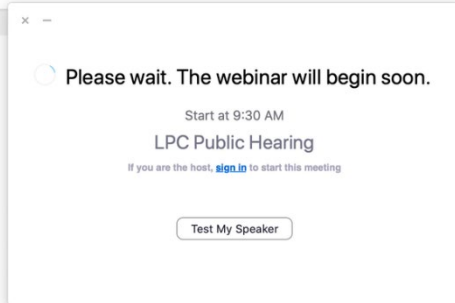
- Applicants and the public can monitor and watch the progress of the public hearings and meetings
- Microphones and video cameras will be disabled
- "Raise hand" will be enabled, but it is generally intended for the public who wishes to testify on a

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hearing item. The staff may ask an attendee who is an applicant to “raise his/her hand” if the staff is unable to identify the Zoom profile name being used.

- No presentation sharing/controlling capabilities
- Attendees will see this screen when joining the webinar before it begins:



- Applicant teams will be promoted from “Attendee” to “Panelist” at the time their hearing item is read into the record
- Microphones and video cameras will be enabled (please mute your microphone if you are not the primary speaker)
- Primary presenter on applicant team will be given control of the presentation slides
- Panelists from the applicant team should only speak during the presentation and in response to testimony or questions from the Commissioners, and not during the Commissioners’ discussion when

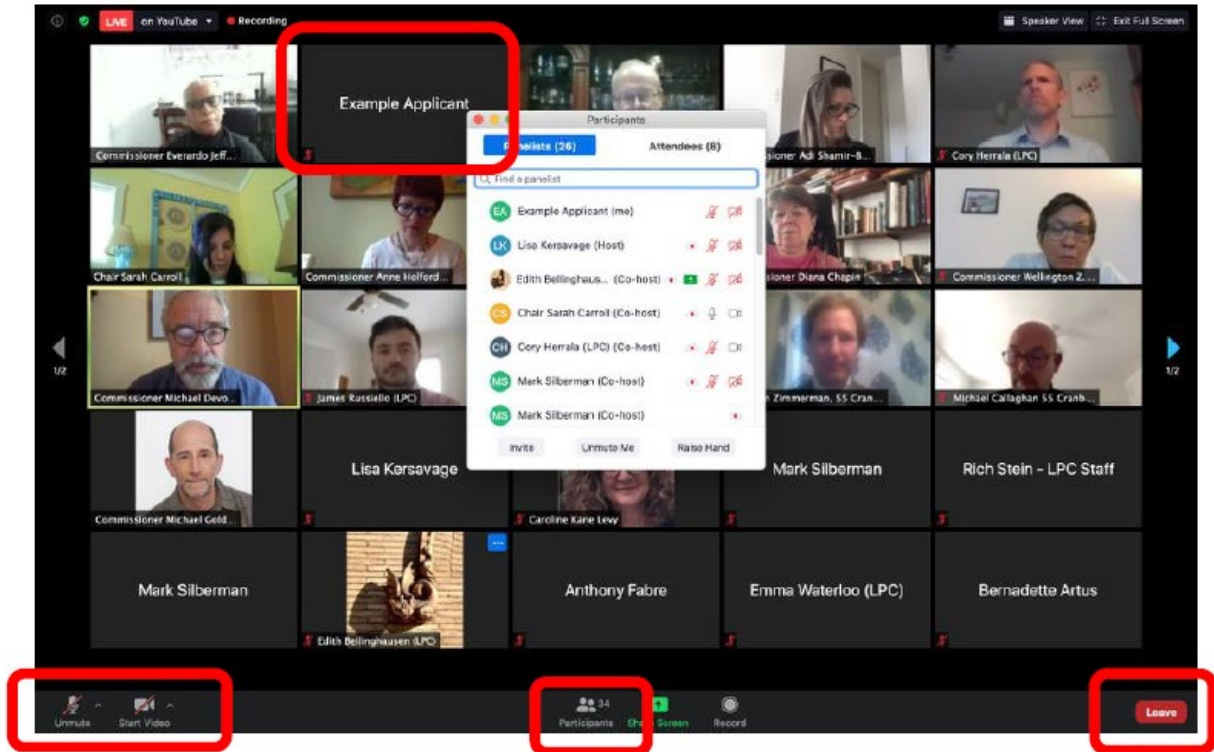
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the hearing is closed.

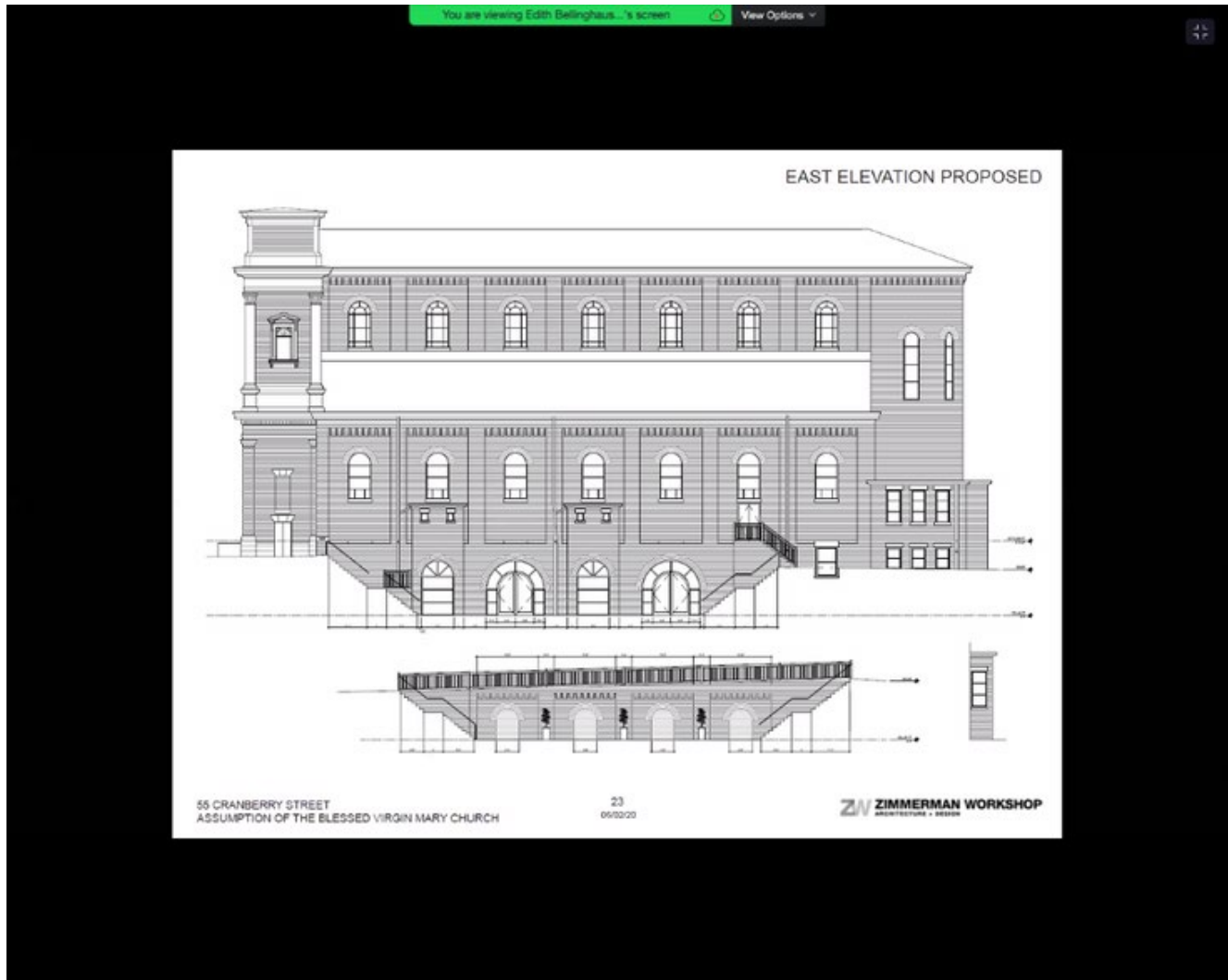
- Screen view when promoted from 'Attendee' to 'Panelist' (there are a number of viewing options depending on if you have one screen or two – below are some variations along with functionality – Unmute/Mute, Start Video, Participant List, Leave):

## Panelist Screen – Images of Panelists and Participant List:



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**Panelist Screen – Presentation view:**



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## Panelist Screen and Presentation view together

