



Virtual Meetings with the Planning Department

To just call in with no video: (978) 990-5000 access code 289954

To join a video conference on your computer, download the "freeconferencecall" app:

<https://www.freeconferencecall.com/wall/slidellplanning>

To join a video conference on your phone: download "freeconferencecall.com" app; use meeting ID SlidellPlanning

The Planning Department uses **freeconferencecall.com** for tele- and video conferencing. These instructions are for virtual meetings of the:

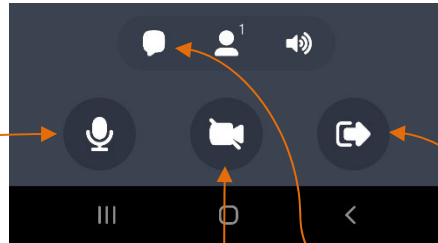
- Planning Department
- Planning and Zoning Commissions
- Board of Zoning Adjustment
- Olde Towne Preservation District Commission

Please contact the Planning Department (information at bottom of page) if you need additional assistance.

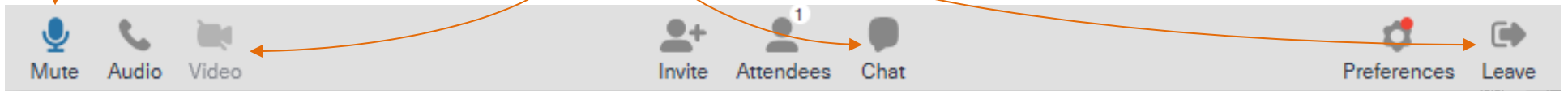
Tips for Audio and Video (for video conferencing)

- Follow on-screen instructions to connect to **audio**; do not connect to audio with both computer and calling in because it can cause echoing
- You can **Mute** yourself at any time; please mute yourself if you are just listening to the meeting
- You can make your face visible at any time by clicking the **Video** button

Smartphone toolbar



Computer toolbar



How to Join a Tele-Conference (no video)

- Call **(978) 990-5000**
- When prompted, enter the access code provided for the meeting followed by #

How to Join a Video Conference

There are two choices for a video conference: computer or smartphone. Both offer similar video conference tools.

Using a Computer

- Go to **freeconferencecall.com/wall/slidellplanning**
- Click "Join Online Meeting" **Join Online Meeting**

NOTE: If this is the first time using freeconferencecall.com on the computer, you will need to download and install the app

Using a Smartphone

- Download the **freeconferencecall.com app** (if you don't already have it)
- Join+ with meeting ID **SlidellPlanning**

How to Participate

Some meetings will allow all participants to speak. Other meetings, such as public hearings, will have most participants on mute; for those, please use **Chat** to ask a question or make a comment.