

Information about participating in a public hearing for LCB rulemaking

Thank you for your interest in providing comments during the public hearing.

For in-person participation: The hearing will be held in a first-floor meeting room at LCB headquarters at: 1025 Union Avenue SE, Olympia WA 98501. Please sign-up at front desk.

For virtual participation: Please use TEAMS link provided on the [LCB Public Hearings webpage](#) to join before the meeting begins at 10 am. Then when prompted:

- 1) Select how you would like to join
 - a. If you have the Teams app on your device, select “Open Microsoft Teams” from the pop-up.
 - b. If you do not have the Teams app on your device, select “Continue on this browser”
- 2) Please allow a few moments for the application to sync with your device
- 3) You may be prompted to enable your system’s audio and video devices
 - a. Click “Allow”
 - b. Please note all attendees’ cameras and microphones will be automatically disabled when entering the meeting whether registered for public comments or not. Those that have registered to speak during the hearing will be able to use their audio and video to provide public comments. Chat and emoji/reaction features are not available.
- 4) Enter your name
 - a. Please enter the same name that you registered with in order for hearing staff to locate you when your name is called.
- 5) Click “Join now”

Once we call your name, we will change your attendee status to “Presenter”. This may take a moment. You will then be able to activate your camera & microphone to begin your comments.

A few things to keep in mind when participating in the hearing:

- Please **do not** “raise your hand” during the public hearing. We will call on those who have registered and are on-line in the order in which people have signed up.
- Be mindful of your visual background.
- Be mindful of background noise so that people can clearly hear your comments.
- **Please state your name and affiliation for the record as you begin.**
- Speak up, speak clearly.
- Each speaker will have five minutes to provide comments. Please provide comments only on the CR 102 proposed rules for the public hearing.
- The public hearing will be recorded, and a digital file of the recording can be obtained upon request once the hearing has concluded.
- Once you are finished, we will re-mute your microphone, and we will change your status back to “Attendee”. Please submit additional comments in writing at publichearings@lcb.wa.gov .

Please contact our rules team at rules@lcb.wa.gov with any questions. Thank you.