



BOARD OF APPEALS
P O BOX 2700
44 CALVERT STREET, RM. 160
ANNAPOLIS, MARYLAND 21404
410-222-1119

Instructions for Joining Board of Appeals Zoom Hearings:

After receiving the Notice of Appeal, go to the Board of Appeals website:

<https://www.aacounty.org/boards-and-commissions/board-of-appeals/>

Find the subject hearing under Hearing Schedule: <https://www.aacounty.org/boards-and-commissions/board-of-appeals/board-of-appeals-calendar/list>

Click on the hearing title and **register for the webinar (hearing)**. Once you register, Zoom will send an email with your own personal link to attend the hearing.

Registering, joining, and participating in a virtual Board of Appeals hearing/meeting requires a willingness to use Zoom. It may be helpful to install the Zoom app on your computer or device ahead of time. Visit <https://support.zoom.us/hc/en-us/articles/201362233> or the app store on your device to find and download the right version. If you create a Zoom account, or if you already have a Zoom account, ensure that the information matches your registration to join the Board of Appeals hearing/meeting.

You must register ahead of time. Registration closes at 12:00 p.m. on the day of a hearing/meeting.

You will receive a personal "join link" via the email address provided in your registration. Reminder emails will also be sent a week and an hour before the start of the hearing/meeting.

A more thorough explanation of how to join a Zoom meeting may be [found here](#).

Join links are unique to each registrant. Do not share your join link with anyone else. All information submitted upon registration must match your profile for the virtual hearing/meeting.

You may join a virtual meeting at any time after the start by using your personal join link. It is best to join at scheduled start time. It is also recommended that you test your computer's speaker and microphone before or upon joining the hearing/meeting to be sure both are working properly.

Upon joining the meeting, test your speaker and microphone. (You may be prompted by Zoom to do this, or you may need to look in your audio settings in Zoom.) You will be placed in a virtual waiting room where you will be able to see and hear the hearing/meeting. The Board will not be able to see or hear you – they will be able to hear from you once you are allowed to speak. Board staff will allow you to speak at the right time, but you will still need to unmute yourself and start your video before speaking.

A good, reliable internet connection is also needed to join the hearing/meeting. Ensure you are in a quiet place with a strong signal prior to the start of the hearing/meeting. Background noise or other interference, as well as technical difficulties, may affect the quality of your testimony. If you are unable to testify as a result of technical difficulties, you will be placed back in the waiting room and you will forfeit your testimony.

Please see Board of Appeals Rule 4-106 here: <https://www.aacounty.org/boards-and-commissions/board-of-appeals/forms-and-publications/rule-4-106.pdf>