

## California Gambling Control Commission Meeting Teleconference Information



You are receiving this notice because you have indicated to California Gambling Control Commission staff that you are not available to personally attend the Commission meeting for consideration of your application or request. As a way to enable your participation in the meeting proceedings, you may call into the meeting.

You will be required to phone in prior to the beginning of the meeting, scheduled to begin at 10:00 am PST, so you can be available when your item is considered by the Commissioners. This will afford you the opportunity to respond to any questions or concerns they may have as it relates to your application or request.

In order to participate via teleconference, the following guidelines should be followed:

- Please use a land-line instead of a cell phone, if possible. There have been connection problems with cell phones, which make it difficult to communicate.
- Please have the Commission meeting agenda handy so you will know when your item will be heard. You should also have a copy of the Commission's Licensing Memo and the background report issued by the Bureau of Gambling Control, both of which were sent to you via mail. Any questions from the Commissioners will likely stem from these documents.
- Please call into the Commission meeting as early as 9:45 am and at least prior to the 10:00 am start time. The phone number and access code are as follows:

**1-844-740-1264** Call-in toll-free number (US/Canada)

**1-415-655-0003** Call-in toll number (US)

Access code: **196 341 870**

**This information may change without prior notification, please check the CGCC website for the most up to date call details.**

- Once you are on the line, you will hear dead air until the meeting begins. Please do not hang up, as you are connected to the meeting. It is important that you **mute** your phone, if possible, so background noise at your end is not disruptive to the meeting while in session. You will be able to listen to the meeting proceedings.
- When your item is ready for consideration, Deputy Director Adrianna Alcalá-Beshara will read the recommendation into the record and inform the Commissioners that you are on the line to respond to any questions. At this point, you will need to **unmute** your phone. After the recommendation is read into the record, you will be asked if you are present. **Reasonably loud and clear**, state and spell your name for the record, then be ready to respond to any questions that the Commissioners may have.

Please note: the live stream must be muted if your telephone is no longer muted. Failure to do so may cause technical issues for the audio at the meeting room, which then may require your phone to be muted manually by our staff.

- The Commission meeting is held in a formal hearing room with the Commissioners and the Executive Director, as well as Commission and Bureau staff members, who all have microphones. There are also members of the public in the audience. The meeting proceedings are being recorded, so please be aware that everything you say will be recorded and available to the public.
- The Commissioners may ask you specific questions regarding your background investigation report. Please be prepared to truthfully answer all of their questions. Their approval is necessary for you to obtain or retain your gaming license.
- You will be able to hear their final vote to approve, take no action, place conditions, or refer the application to an evidentiary hearing. A letter acknowledging the action taken at the meeting will be sent to you following the meeting.
- If a condition is being placed on your license, you will be asked by a Commissioner to acknowledge that you heard or read the condition, that you understand the condition, and that you accept the condition. If you are unable to attend the Commission meeting and a condition is being proposed, no action may be taken on your item until you are available to attend.
- After your item is completed, you may end your call.
- Please note that if you confirmed your participation to call in and you fail to do so, your agenda item may be continued at a future Commission meeting.
- Please also note that Commissioners, whether in attendance or not, may refer your matter to an evidentiary hearing which may adversely affect your license, registration, or permit.

You may also view the Commission meeting via live stream by accessing the Commission's website. To access the live stream link, go to [www.cgcc.ca.gov](http://www.cgcc.ca.gov), under the "Meetings" page tab. Please note that the live stream link may not be compatible to use on some tablets or cell phones.

When using the live stream link, there may be a time delay. As such, we strongly recommend that you monitor the phone line while viewing the live stream to ensure that you are on the line when your item is being discussed. Prior to unmuting your phone line for your item, please lower the volume on your computer to eliminate any background noise.

Thank you for your participation. If you have additional questions, please contact the Licensing Division at 916-263-6292.

Updated 10/24/19