

## Instructions for a Venice City Meeting

This meeting will be held in Council Chambers at City Hall. The meeting will also broadcast live on the City's website.

**To watch the meeting online use this link to the City of Venice Meeting Center:**  
<https://venice.legistar.com/Calendar.aspx>.

- Click on "In Progress" to the far right of the City Council meeting on this date.

**To participate in the meeting, you may:**

1. Attend the meeting in-person at 401 W. Venice Avenue, Venice, FL 34285.

*On the day of the meeting, submit your request to speak at the Kiosk located in the back of Council Chambers. Once you have completed the check-in process, your name and the details of your request will be time stamped and placed in a que for the Clerk/staff.*

*You can also sign up to speak in advance no more than three (3) days prior to the meeting by using the following link: <https://app.thereceptionist.com/contactless/ND0f6B/x0ZSeN> Once completed, you will need to scan the QR Code provided at the Kiosk the day of the meeting.*

2. You may also provide public comment in advance of the meeting by:

- Emailing: [citycouncil@venicefl.gov](mailto:citycouncil@venicefl.gov)
- Mail or Personal Delivery to: City Clerk, 401 W. Venice Avenue, Venice, FL 34285. (Provide your full name and home address and if you are a city business owner, list the business name and address.)

All comments received by Wednesday, February 27, 2024, at 8:00 A.M., will be distributed to the Mayor, City Council members, and the appropriate staff prior to the start of the meeting.

**For technical assistance or questions on viewing the meeting please contact:**

- IT Help Desk (941) 998-7436

**For questions concerning the meeting agenda please contact the:**

- City Clerk's Office at [cityclerk@venicefl.gov](mailto:cityclerk@venicefl.gov) or call (941) 882-7390.

*The City of Venice will generally, upon request, provide appropriate aids and services leading to effective communication for qualified person with disabilities. Please contact the City Clerk at least three (3) days prior to the meeting.*