



# CITY OF FALLS CHURCH

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## **City of Falls Church Economic Development Authority Virtual Meeting to Address the COVID-19 Emergency Tuesday, April 28, 7:00 PM**

NOTICE: The work session for which this agenda has been posted will be held pursuant to and in compliance with the Virginia Freedom of Information Act, Section 2.2-3708.2.

All participating members of the Economic Development Authority will be present at this meeting through electronic means; and all members of the public are may participate via this Skype meeting link <https://meet.lync.com/fallschurch-fallschurchva/vweiner/QY2C3Y7R?sl=1>

PLEASE NOTE: You will be prompted to install Skype when clicking this link. There are short instructions to install the app on the following page. Please email [vweiner@fallschurchva.gov](mailto:vweiner@fallschurchva.gov) if you need assistance with installation.

Public comments may be submitted to [vweiner@fallschurchva.gov](mailto:vweiner@fallschurchva.gov) until 8 p.m. on 4/28/20. Comments received before or during the EDA meeting will be read aloud for the EDA to hear.

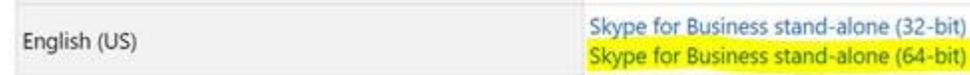
- I. Call to Order – 7:00 PM**
  
- II. Discussion – DRAFT Emergency COVID business grant program**
  
- III. Adjournment**

## Guidance for Non-City Issued Devices

If one does not have Skype for Business (*SfB*) one can use this link to Microsoft to download it to a Windows based system

<https://support.microsoft.com/en-us/help/3139711/how-to-install-the-skype-for-business-basic-stand-alone-client>

They choose English (US) version and the correct OS type – most are now 64-bit.



With this version, the system seems to need to be restarted after installation to properly work.

If one needs to use SfB on a smartphone, they can go to the respective app store to download *SfB*. See following steps (similar for a computer as well)

**Step 1:** download the ‘**Skype for business app**’ (You will have to allow skype access to a bunch of stuff on your phone and accept their terms and conditions)

**Step 2:** download the regular ‘**Skype App**’

**Step 3:** open up your email and click ‘join skype meeting’ below (the link below was for our all staff meeting- sub in appropriate meeting)

### [Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

**Step 4:** Click ‘Join as Guest’ and then enter your name- click the blue arrow to continue

**Step 5:** You start out muted and without video chat-

*If a non-City participant then one logs in as a **guest** from the SfB meeting invite link.*

### **PLEASE DO NOT REMOVE THIS NOTICE**

**POSTED: 4/22/2020**

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability, call (703) 248-5491, (TTY 711).