Instructions for Signing up to Testify and Accessing the BZA Virtual Hearing

Before the virtual hearing:

Participants are strongly encouraged to sign up to testify at least 24 hours before meeting

For Applicants:

1. Login to IZIS to access the dashboard page.
2. Next to your case, select the Hand icon under the "Function(s)" column.
3. The "Witness Sign Up Form" will appear. Enter the name and contact information that will be used the day of the hearing and check the Oath box. Click "Submit".
4. Enter as many additional witnesses as needed.

For ANCs, Parties, and members of the public:

1. Visit the Office of Zoning website: https://app.dcoz.dc.gov/Kiosk/Kiosk.aspx
2. Select the hearing date and case number from the drop down lists.
3. Fill in the online form with the name and contact information that will be used the day of the hearing.
4. Check the Oath box and click "Submit".

If you are unable to sign up online, call Robert Reid at 202-727-5471 to sign up to testify via phone.

Any supplemental documentation to be presented as part of your testimony must be submitted to the case record in IZIS at least 24 hours prior to the meeting ***and*** emailed to Paul.Young@dc.gov.

To watch/listen and provide testimony on the day of the virtual hearing:

Via the Webex application:

Must use Chrome, Internet Explorer, or Mozilla browsers

You need a high-speed internet connection and a working camera if using video, as well as a microphone and speakers that are either connected to your computer or through a telephone.

1. Click on the URL link provided for the scheduled hearing.

2. A web page should load, and the right-hand side the page should say "Join Event Now".

3. If the hearing has started, enter the same First name, Last name, and email address that was filled in when signing up per the instructions above. Enter the Event Password provided (if not already auto-filled in), then click "Join Now".
   *Note: if the hearing has not started yet, you will not be able to join the hearing and the contact fields will be greyed out.

4. On the next screen, if you do not have the Webex application installed on your device, select "Run a temporary application" on your browser page.

5. The temporary application should download, then click the downloaded file at the bottom of the browser if it does not automatically open.

6. The Webex application will open and a preview screen will appear. Click "Join Event".

7. When initially joining the meeting, you will be muted and have "listen-only" capabilities during the Webex hearing.

8. When your case is called, you will then be unmuted by the Event Administrator and the Chair will specify when it is your turn to speak.

Via telephone:

1. Call the Webex conference phone number for the scheduled hearing using the same phone number that you provided when signing up to testify per the instructions above.

2. When prompted, enter the Access Code provided with the call-in number and press #.

3. When asked for Attendee ID number, press # again to access the meeting.

4. When initially joining the meeting, you will be muted and have "listen-only" capabilities during the Webex hearing.

5. When your case is called, you will then be unmuted by the Event Administrator and the Chair will specify when it is your turn to speak.

Having Trouble Accessing the Meeting?

Contact the Office of Zoning staff for assistance:

Email: itzone@dc.gov

Phone: 202-727-6311