



## **Guidelines for Virtual Hearings**

**Here are some useful tips to help ensure the meeting goes smoothly for all involved**

1. Join early at least 5 minutes before the meeting start time, if possible, to leave time for troubleshooting any unforeseen issues that arise.
2. If you haven't used Zoom before, please download Zoom prior to the day of the meeting and familiarise yourself with any features you may need to use on the day – mute/unmute microphone, stop/start video etc.
3. If you already have Zoom, upgrade Zoom before your meeting to ensure you have access to the latest enhancements. Ideally do this at least 5-10mins before the meeting start just in case but may only take a minute.
4. As you join the meeting, use the tests for your speakers and mic. You may have to change the speaker/mic settings on your computer or phone or change your headphones if they don't have a microphone.
5. Once you receive the meeting request with the Zoom link via email, click on this link and it should automatically set you up.
6. You will be in the Zoom Waiting Room awaiting the host to let you in.
7. Unless you are summoned to present / speak (the Organising Host will otherwise mute/switch off members microphones/cameras when they are not presenting).
8. Provide your presentation to the Hearings Administrator who is the Organising Host prior to the meeting in case of any access issues. Presentation is required to be sent to [environmental.planning@ncc.govt.nz](mailto:environmental.planning@ncc.govt.nz) at least two working days prior to the hearings. The Hearings Administrator will share your presentation on Zoom.
9. During a hearing, please refrain from using the in-meeting chat function as a place for conversation with other attendees. Attendees should not participate in the chat function - unless particularly asked a question by the Host or Commissioners.
10. Please ensure your username displayed is appropriate/professional and will identify you. Your Submitter Name and Submission Number is ideal. If you cannot do this, please let the Host know and they can make the changes.