

GUIDELINES FOR VITUAL 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 – see below for example of link:

Example:

CHBDC District Plan Hearings Administrator is inviting you to a scheduled Zoom meeting.

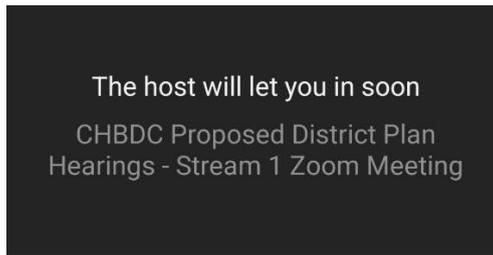
Topic: CHBDC District Plan Hearing - Stream 1 Natural & Coastal Environment
Zoom Meeting
Time: Mar 14, 2022 09:00 AM Auckland, Wellington

:🔗 Join Zoom Meeting
<https://us02web.zoom.us/j/87211535683?pwd=VDRoRTNJazVUUXJjR2xtNUo0S2xJQT09>
[fictitious link]

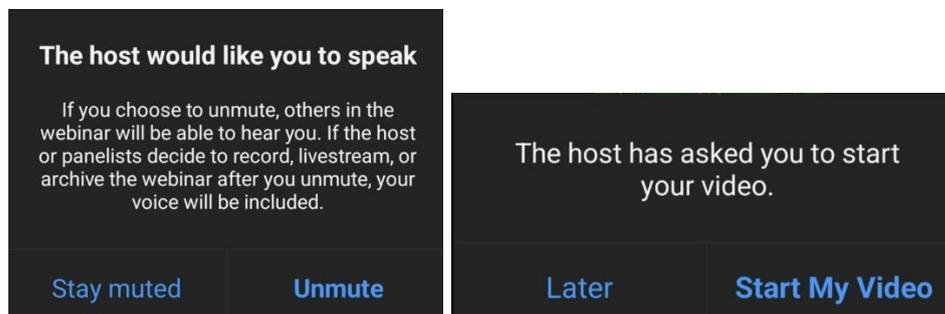
Meeting ID: 872 ***3 *83
Passcode: 4***25
One tap mobile
+6498846780,,872****535683# New Zealand
+6436590603,,872***5683# New Zealand

Dial by your location
+64 9 884 **80 New Zealand
+64 3 659 **03 New Zealand
+64 4 886 **26 New Zealand
Meeting ID: 872 11** 56**
Find your local number: <https://us02web.zoom.us/j/87211535683?pwd=VDRoRTNJazVUUXJjR2xtNUo0S2xJQT09>

7. You will be in the Zoom Waiting Room awaiting the host to let you in.



8. Unless you are summoned to present / speak (the Organising Host will otherwise mute/switch off members microphones/cameras when they are not presenting) You will see the following notifications to **Unmute** and **Start My Video** from the Host.



9. 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 Jessie Williams at districtplant@chbdc.govt.nz at least two working days prior to the hearings. The Hearings Administrator will share your presentation on Zoom.
10. 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.
11. 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/Jessie Williams know and she can make the changes.

For all who will be presenting / speaking – please read these before the meeting:

12. Plan where you will sit. Think about privacy and who can hear your conversation. Let others around you know you'll be in a meeting, so they don't interrupt
13. Turn off all other applications that connect to the web (like Skype, Facebook, etc.) to get the best connectivity/limit distractions. Notifications from messaging applications, ringtones, and applications running on your desktop can be distracting. Eliminating these distractions helps keep the meeting focused and free from interruptions
14. Have good lighting on your face so you can be seen clearly. Don't sit directly in front or beside a bright light source, as all the audience sees is a bright light and a shadowy figure. Experiment with moving your camera until you can see your brightly-lit face on the screen.
15. Have a plain background. The virtual background feature is an easy way to eliminate background distractions when you have to meet in a busy location.
16. Position your camera properly. If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. This helps create a more direct sense of engagement with other participants. Be aware you are on camera and avoid doing other tasks, checking emails, looking at your phone etc.
17. Please use a headset for best hearing and speaking capabilities
18. When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers, eating or drinking

Security

19. If you need to forward the invite link please let the Organising Host know so they can be added to the list of known participants
20. The Organising Host will restrict access by only allowing known participants



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL