

Providing a document during a virtual hearing

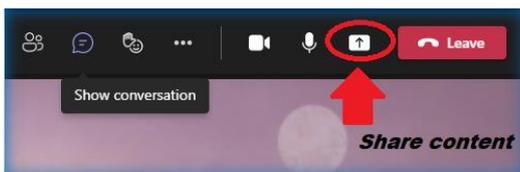
The Share content function in Microsoft Teams allows a document to be shared with other hearing participants.

Where the panel then require the additional evidence to be provided to the Board so that it can added to the case file, the parties must email the information to the relevant Client Service Officer inbox.

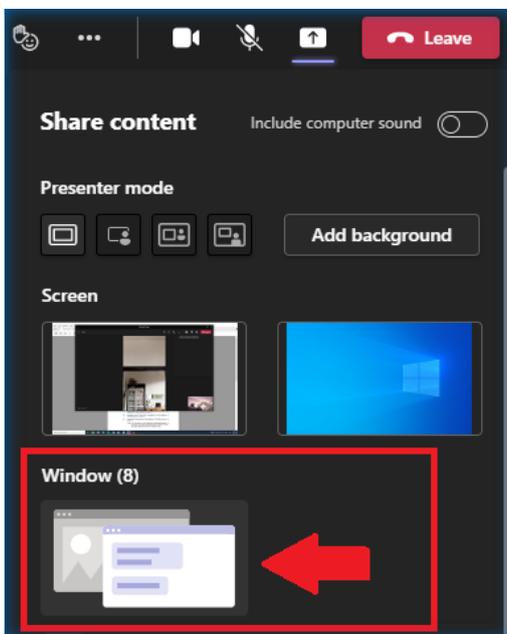
❖ Additional evidence should not be emailed direct to panel members.

Presenting a document via MS Teams

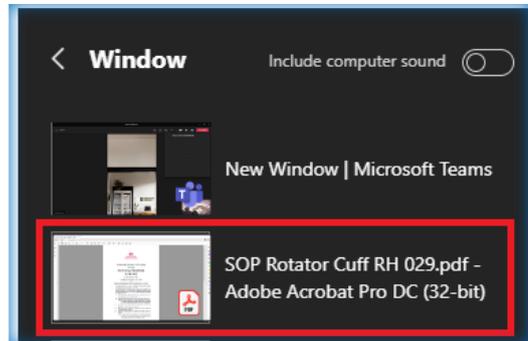
1. **Open the document** on your PC (e.g. a SOP PDF)
2. Click on the **Share content** icon



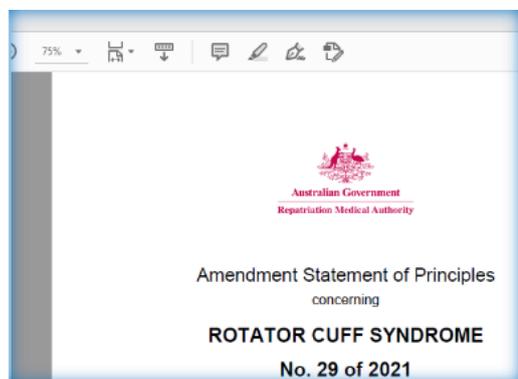
3. Click on **Window** option



4. Scroll down to the document that you want and **click on it** to display to other participants

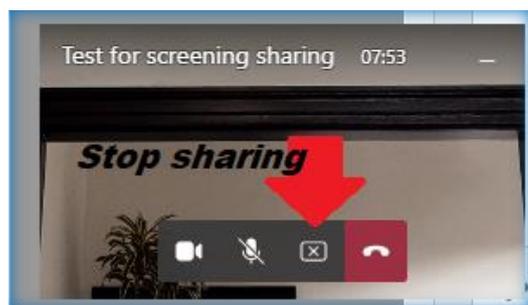


5. The document will now be displayed to the hearing participants

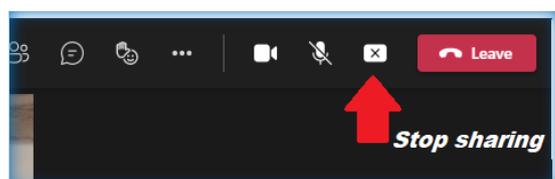


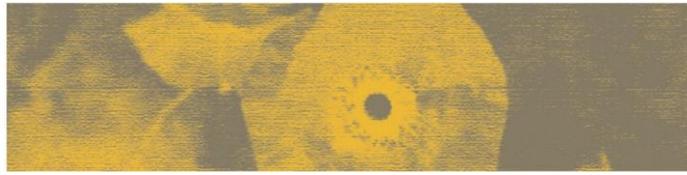
- A small pop up screen will also display, which allows you to stop sharing when you are ready to return to the virtual hearing room.

6. To return to the virtual hearing, click on the **Stop sharing** option in the pop up window:



Alternatively, navigate back to the Teams app and then click on **Stop sharing** icon:





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Providing the information to the VRB

Where the Presiding Member requests that the applicant (or their nominated representative) provide the further evidence to the Board, this is to be **emailed to the relevant Client Service Officer inbox:**

Applicants who live in NSW, ACT, VIC or TAS	clientserviceofficerse@vrb.gov.au
Applicants who live in QLD, SA, WA, NT	client.service.officer.nwsa@vrb.gov.au

The Hearing Support Officer will then forward the documentation to the panel members, as well as uploading it into the VRB's case management system.