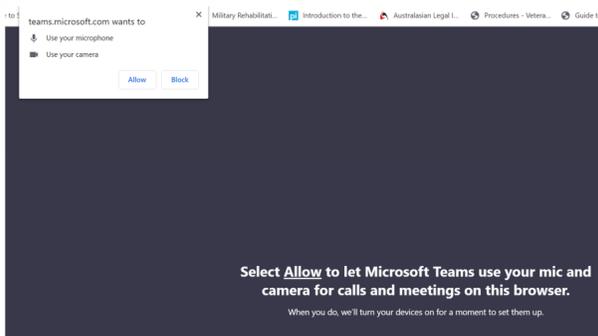


1 What do I need to do before the hearing?

- A computer in a place with good, reliable internet connection, built-in video camera and microphone.
- Provide to the Board all documents needed for the hearing including any submissions at least 7 days prior.

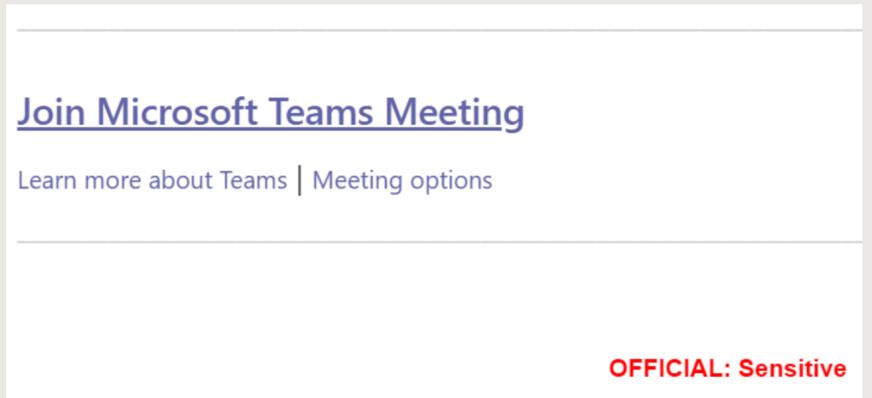
3 Using your video

When you click on the link you will select "allow" for your video and mic to work.



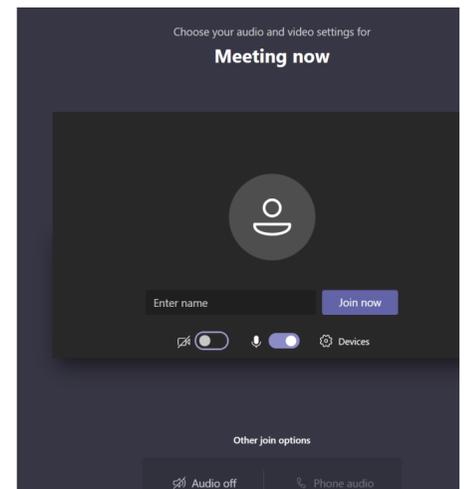
2 How to I join the hearing?

You will receive an email from the registry with a link to join the Microsoft Teams meeting.



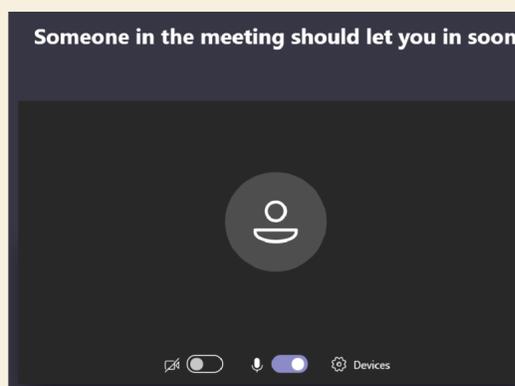
4 Your mic and video settings

Next, add your name when prompted and select your video and mic setting to "on" by using the sliding toggles.



5 The waiting room.

When you click on the link you will wait in a virtual lobby. A member will let you into the virtual hearing room.



6 The virtual hearing room.

In the virtual hearing room the screen is divided into four squares – one for each of the members and the veteran or advocate. If there are more than four people involved, they will appear in a circle with their initials below the squares. By default Microsoft Teams will show video of the people who have most recently spoken.

7 Documents.

You will need to have the S137 report and any other documents. If you are using an electronic report, you made need another screen or device during the hearing. Or you can use your own paper copy. During the hearing, a member may share their screen so that everyone in the hearing looks at an electronic version of a document at the same time. Please make sure you have provided all documents to the Board in advance of he virtual hearing.