

VIRTUAL HEARINGS

SET YOUR SPACE

Find a quiet and private location to participate in the virtual hearing. This will limit interference and distractions.

WHAT YOU NEED

Ensure you have a strong internet connection for your laptop or desktop. Our virtual link doesn't work on a phone. Also, check your device is charged and plugged into power.

However, make sure your phone is with you in case your internet connection drops out and we need to call you back.

THE MUTE BUTTON

Always mute your microphone when not addressing the Board; and if possible, use a headset with a microphone, rather than the in-built microphone and speakers on your device.

PREPARING WELL

Ensure your submission and evidence have been provided to the Board, at least 7 days before the hearing.

TALKING TO US

If audio feedback occurs while you are addressing the Board, turn the volume of your device down in the first instance; and refrain from speaking over other participants as much as possible.

TEST THE TECH

Test your equipment ahead of the virtual hearing. Registry staff are happy to help you test your equipment, including with the applicant or any other witnesses. It is also your responsibility to raise connectivity issues with the Board, in the event that it impacts the running of a hearing.

MINIMISE NOISE

Minimise competing noises in the background, such as typing or coughing near a microphone or shuffling of papers - and make sure your phone is on silent.



ASK US FOR HELP

Please contact our Digital Business Manager, Carolyn on 0436 847 130

