

## **How the hearing will run – for hearing members**

Hearing members will join the meeting 30mins prior to the practitioner to discuss the matter.

When the practitioner and their MII join the meeting they will be required to wait in the lobby and the Program Officer will inform you they are there.

Given sometimes there is a slight delay during the video conference, if a hearing members wants to ask a question please raise your hand to indicate to the chair that you have a question to ask, otherwise the chair will provide the other hearing members the opportunity to ask questions. It may be worthwhile during the pre-hearing discussion to work out which hearing member will question the practitioner on which aspects, given their areas of expertise.

When you take an adjournment the practitioner will leave the conference. Please provide a time for them to dial back in. The Program Officer will provide you with an indication when the time is approaching.

When adjourning for the practitioner to provide submissions, please ask the MII/Practitioner to give you a timeframe of when they will be dialing back in so that the Program Officer can chase the MII if they are taking a significant amount of time.

If during the day you have questions about conditions or legal questions which the Program Officer is not able to provide an answer on, then a legal officer or monitoring officer can be contacted and linked into the hearing to provide responses.

If you have a weak internet signal your connectivity may improve by turning off your camera and just relying on the audio section.

### **Important technical information**

If you have difficulty connecting please contact the officer responsible for the hearing on their work number, provided in all correspondence.

If during the hearing you lose your connection, please use the link in the calendar invite to reconnect. The staff member running the hearing will be aware you have disconnected and the hearing will be paused until you can reconnect.

Please note that if you continue to have issues connecting on your computer you can connect to the hearing just using your phone by calling the phone number on the invite (9741 5444) and using the conference ID on the invite. It is suggested you block your caller ID as your phone number may appear on the screen.