

VIDEO CONFERENCING - ZOOM

Instructions for Participant

What is Zoom

Zoom is a simplified video conferencing tool which can be used across a number of devices.

Zoom will be used at the Queensland Industrial Relations Commission for the purposes of parties/witnesses participating in conferences/hearings via video link.

How parties request

The party is to fill in a request form available on the QIRC website - found [here](#).

Parties are to advise via that form the contact details for the participant - including email (for the Meeting ID to be sent to) and contact telephone number that the participant will have available to them on the day.

The participant will need to download the Zoom Application if participating via phone/tablet device. It is a free download. If participating via computer, they will need to visit the Zoom website - www.zoom.us/join.

In the case of a witness, the party "calling" the witness will need to run a test prior to the hearing.

For the participant - How to operate Zoom on the day

- Be sure to download the Zoom Application (if participating via phone/tablet). It is available in the App Store, Google Play or on the website at www.zoom.us/download. If participating via computer, visit the website at www.zoom.us/join.
- If participating via phone, tablet or laptop, ensure that the device has plenty of charge.
- Ensure you are ready to participate at the scheduled time.
- Make sure you are in a quiet room where you will not be interrupted. If you are giving evidence as a witness, ensure that you are alone in the room.
- You will be sent an email just prior to your scheduled time to the email address you have provided. That email will come from, for example, "Courtroom 21.04". Contained within that email will be a Meeting ID number. Either copy (to be pasted) or make a note of that number. Open the App/Program. Tap on the "Join a Meeting" button. Enter the Meeting ID number. Then select "Join with video".
- You should then be able to see the courtroom. The Associate to the Member will then verify you are there and ready to proceed.
- Should you have any difficulty hearing or seeing the proceedings at any time, please advise the Associate as soon as possible by speaking up. Should connection be lost, you will be reconnected as soon as possible.
- Once the proceeding is completed and you have been excused by the member, you will just need to select "Leave".