



Giving evidence by videoconference

If you are unable to attend a hearing in person, you may be able to give evidence by videoconference. The secretariat will support you to participate in a hearing in this way, providing you with relevant login details and technical support.

Given the importance of your evidence, and the need for a transcript to be produced, it is important for your audio to be clear during the hearing. This factsheet outlines how you can protect the quality of your audio during the hearing.

When giving evidence by videoconference, you should:

- use a webcam enabled computer rather than a mobile phone
- use a wired internet connection rather than wifi, if possible
- ensure you have a quiet space set up, with minimal background noise
- use headphones where possible
- stay on mute unless you are speaking
- ensure only one person is speaking at a time, and identify yourself when speaking, particularly if you are giving evidence as part of a panel
- close all other applications and web pages when you join the hearing, especially the Parliament's webstream of the hearing as this will interfere and creates an echo.

If you have prepared a written opening statement and are comfortable providing it prior to the hearing, please email it to the secretariat.

How can I get further information?

If you have questions or would like further assistance please contact (02) 9230 3672 or the relevant inquiry secretariat. Contact details are listed on each [inquiry webpage](#). You can also follow the Upper House on Twitter (@nsw_upperhouse) and Facebook (www.facebook.com/nswupperhouse) for information and alerts about new, ongoing and recently completed inquiries.

