

Examination of the Wyre Forest District Local Plan 2016–2036

10 KEY POINTS for everyone participating in the virtual hearings – see the full guidance note for more information

- 1. Make sure you familiarise yourself with Zoom well in advance and with the equipment you will use to take part**
- 2. Attend one of the technical sessions run by the Programme Officer if you can**
- 3. Ensure that your working environment is quiet and comfortable, your equipment is suitably positioned, and you have what you will need within reach**
- 4. Join the meeting at least 30 minutes before the start time of the hearing to enable the Programme Officer to ensure that you will be admitted to the hearing on time**
- 5. Once you are admitted to the hearing, mute your microphone and turn off your camera until you are invited to speak; please see the detailed note for guidance if you are joining by phone**
- 6. Use the `raise hand` facility to indicate that you wish to speak**
- 7. Adhere to the agenda and make your responses brief and focused**
- 8. Do not use the Chat facility on Zoom or hold up documents in front of the camera**
- 9. Times for comfort breaks and lunch breaks will be announced; please ensure that you return to your screen in good time**
- 10. Contact the Programme Officer immediately by phone (tel 07789 486419) if you experience any problems in joining the hearing**