

## **Manual for attending an NCC Teams hearing**

The NCC Registry will send you a link by e-mail that will give you access to the hearing. The link may be in Dutch: “Klik hier om deel te nemen aan de vergadering”.

The same link can be used by others who wish to attend the meeting. Please advise the NCC Registry if you are forwarding the email to others, so that we can monitor the number of people joining the videoconference.

### **Videoconference rules**

Ordinary courtroom rules apply, but there are some particular rules:

- To prevent any delay participants must access the Teams session no later than 10 minutes in advance. No one will be allowed in after the start of the hearing.
- All participants must be on screen (webcam on) and switch off their microphones when not speaking.
- All mobile phones are on silent mode during the hearing; if lawyers wish to confer with co-counsel or a client, they can do so by instant messaging, or by requesting a short break. During the break the connection is not terminated, but video and audio are switched off.
- Anyone from the public wishing to attend should contact the NCC registry to obtain a login link. All participants must be on screen (webcam on). The microphone is switched off.
- It is not allowed to make a screenshot, photograph or any audio or video recording of the hearing.
- Anyone not in compliance with the rules is removed from the videoconference.

### **Joining the hearing**

You may attend the hearing using an Apple or Android cell phone or tablet or Windows/Mac computer. Our experience to date is that:

- using a cell phone or tablet works better than many notebooks/desktops
- the audio is better when using a headphone or earphone.

For all devices you'll need to install the free app “Microsoft Teams”. Please do so well in advance of the hearing. For instructions see our manuals: [computer \(pdf, 188,8 KB\)](#) or [mobile device \(pdf, 226,6 KB\)](#).

### **Need support?**

If something isn't working properly, please contact your lawyer or the clerk handling your case.