

Guidance for attending a hybrid hearing

This guide shows you how to participate in a hybrid hearing and join a meeting with on-site IT equipment using the Microsoft Teams app.

Technical equipment and environment

Desk allocation

You have been specifically allocated a desk for the hybrid hearing. To ensure you and the other hearing participants remain safe, please only use the desk that has been assigned to you for the hearing duration.

IT equipment

At your desk you will be provided with a laptop and headset. A teleconference phone will also be available if it is required.

Please do not remove any of the equipment from your desk or exchange the IT equipment with any other participants.

Sterile wipes and face coverings

Please use the sterile wipes to clean all the equipment before and after use. There is also some hand sanitizer on the desk for your use.

You are expected to wear a face covering in communal areas such as the reception, corridors and toilets, unless you are exempt.

Accessing MS Teams on the HCPTS laptop

To access MS Teams for the hearing, you will need to open the Hearings Officer's invite sent to your personal email. The Hearings Officer's invite will also include your log-in and password credentials to access the laptop.

You will be able to access your personal email via the browser which will automatically launch once you have entered your log-in and password (*please be advised the browser's history will be removed once you have logged off the laptop. We do not retain any your personal data on the laptop*).

If you encounter any issues accessing the internet, please re-enter the HCPTS405_Public Wi-Fi password: **hcptsconnect2017!**

At the end of each day, please log off from the laptop and leave it on your allocated desk.

If you require any further help logging in to the laptop or Teams, please contact the Hearings Officer.