



## Gloucester City Plan Examination

### Virtual event on Zoom - Instructions for participants

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This note provides guidance to participants on how to join and take part in the Gloucester City Plan hearing sessions.

The hearing sessions will be held virtually using 'Zoom' and will commence at 10am on **Tuesday 11 May 2021**. A full programme of the sessions can be viewed separately in the Hearings Programme on the Council's website.

Zoom is an online video conferencing system which allows virtual meetings to be held. The use of this technology allows us to progress with the Local Plan hearings despite the restrictions imposed by Covid-19. Therefore, you will be able to take part at home or from a safe place.

#### **Joining the event as a participant**

Participants will be sent an email with a link to the hearing event by the Programme Officer Ian Kemp. ***To join the meeting by video conference you will need to click on the electronic link in the invitation.*** You will be directed to the Zoom website and from here you will need to click on the link to open Zoom.

The Zoom app can be downloaded by following the instructions when you click on the first meeting link. However, participants are advised to download the Zoom app in advance, in order to avoid any problems on the day of the hearing.

Please note that if you are participating in more than one hearing session you will receive a separate invitation for each session.

All participants should ensure that they join the meeting **at least 30 minutes** prior to the start. This should allow sufficient time for any problems to be resolved. The Programme Officer will let you into the meeting and will take the names of those present before the Inspector arrives.

If you experience any problems joining the event on the day, please call or email the Programme Officer for assistance on 07723 009166 or [jdkemp@icloud.com](mailto:jdkemp@icloud.com). If you are late the Programme Officer will try and let you into the meeting as soon as possible.

#### **Alternative via telephone**

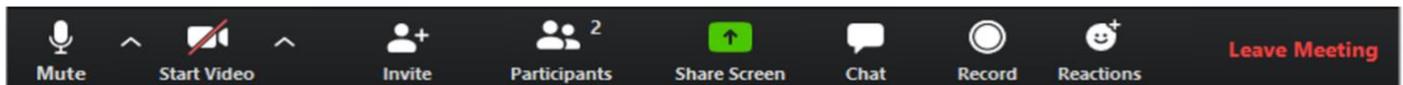
Participants without access to the internet can dial-in to the virtual hearing by telephone. Please note there is charge for accessing Zoom via the telephone. This varies depending on the type of phone you use and your service contract. Please speak to the Programme Officer as soon as possible if you intend to use the telephone function.

## **Watching the hearing**

The sessions will be available for non-participants and the public to watch live on the internet. A link will be available on the Gloucester City Plan examination webpage to the Council's YouTube channel. This will enable people to watch the hearings as they would a physical hearing. It will also enable those in the same organisation or team as participating colleagues to keep up with proceedings in real time. ***The sessions will not however be recorded so there will be no opportunity to watch the sessions other than live at the time.***

## **Start of the hearing event**

Once you have joined the video conference hearing and confirmed your appearance with the Programme Officer ***you should leave your camera on but mute your microphone until invited to speak. This is to avoid background disturbance during the hearing.*** The camera and mute button are located on the control bar (usually along the top of the screen). An image of the control bar is shown below.



1            2            3            4            5            6            7            8            9

1. This button will allow you to mute and unmute your microphone. When the microphone is muted a red line will be drawn diagonally through it. The ^ symbol to the right of Mute will allow you to control your audio settings within a meeting. You can set your audio to the device you're using or sync it to your system audio.
2. The video button will start and stop your camera. When your camera is turned off the button will have a red line drawn diagonally through it (as shown above).
3. View a list of the participants in the meeting.
4. The chat button should NOT be used for the purposes of the Local Plan hearing.
5. Click here to leave the video meeting

If you are a telephone participant please enter \*6 on your keypad to mute/unmute your microphone.

## **Format of the hearing**

The aim is to make the virtual hearings as similar as possible to physical hearings in the way that they are run and the way you participate. The purpose of the hearings is for the Inspector to gain the information needed to examine the soundness of the Plan.

The Inspector will lead the discussion, introduce each topic and ask specific questions. ***If you wish to respond to a question or to speak at the meeting, please use the 'raise hand' facility in Zoom. This is to be found under the Reactions button – number 8 on the tool bar above.***

After you have clicked the raise hand button, the hand icon will appear next to your name in the participants list. The Inspector will bring you into the discussion at a suitable time. Only one participant will be invited to speak at a time.

***When the Inspector invites you to speak please unmute yourself (button 1). If you have not spoken before please state your name and, if any, your organisation or who you represent.***

If you are a telephone participant please enter \*9 on your keypad to raise your hand.

Please make responses focused and stick to the agenda. You do not need to repeat your case in full as the Inspector will have read all of your representations. The Inspector may ask questions about aspects of your verbal or written submissions.

***When you have finished speaking you should mute your microphone.***

### **Documents and evidence**

The examination library on the Council's website contains all of the relevant documents for the hearings. The hearing will therefore not use the document sharing facility in Zoom. Please note that new documents will NOT be accepted at the hearings unless it is something that the Inspector has specifically requested.

***The chat facility in Zoom must not be used during the hearings.***

### **Preparation for the event**

Please ensure that your working environment is quiet and that the hearing is not disrupted by any external noise. Other distractions and movements are also to be avoided.

You may wish to have water or a drink handy at your desk. Tea/coffee/convenience breaks will be built into the programme at suitable points just like a physical event.

Please familiarise yourself with Zoom before joining the event.

If you experience internet connectivity issues during the event, try switching off other devices or moving closer to the router. Turning your video off can also improve poor wifi connection. If you lose connection during the event, please try to re-join using the electronic link in your email. The hearing may continue in your absence. As a back-up you can re-join by telephone using the number in your invitation. Transferring from wifi to mobile data or making a wifi hotspot are other contingencies you may wish to consider. If you are having on-going problems please alert the Programme Officer on 07723 009166 or [jdkemp@icloud.com](mailto:jdkemp@icloud.com)

If you are using a mobile phone to access the event please ensure it is fully charged/plugged in, so you do not get cut-off.

Participants are encouraged to read the relevant Hearing Statements and other key evidence in the examination library prior to the event. At the hearing you should

have a copy of the agenda to hand (these will be available on the Council's website and circulated shortly before the session).

### **Test event**

The Programme Officer is running a test event for anyone who is unfamiliar with Zoom or who wishes to practice joining a virtual hearing. This will be held at **11am on Monday 10<sup>th</sup> May 2021**. If you would like to attend this event please contact the Programme Officer, Ian Kemp on 07723 009166 or [ikemp@icloud.com](mailto:ikemp@icloud.com)

### **Privacy advice**

Please have regard to the Council's and the Planning Inspectorate's privacy notices. These will be sent to participants and posted on the Council's examination webpage once they are concluded.

Each hearing session will be livestreamed on the internet but not recorded. Please do not make your own recording. Please ensure your camera is positioned to provide a clear view of your face.

Please ensure your background is cleared of any personal item/information. If you prefer, Zoom allows you to blur your background, but please do not use any of the other backgrounds that are available on Zoom.

If you are dialling into the event using a telephone and wish to keep your number hidden, please pre-fix the number by 141 or whatever alternative number your network uses to hide your number.

As other people will be watching/listening the hearing you are advised to avoid disclosing private and confidential material. If you feel that you need to do so to support your case, please seek procedural advice from the Programme Officer in advance.

### **Further information**

If you need any further advice before the event or have any technical or procedural questions, please contact the Programme Officer, Ian Kemp on 07723 009166 or [ikemp@icloud.com](mailto:ikemp@icloud.com)

30 April 2021