

## Viewing an Appeal Hearing using Microsoft Teams

### Background

The President of the PRSB has issued a special Practice Note to guide the conduct of appeals during the pandemic and related health directions. Hearings may be conducted using Microsoft Teams. You can read the Practice Note on the PRSB website.

The Board is required to conduct hearings in public, unless it is in the public interest to hold some or all of the hearing in private. The Board has made arrangements for people to observe an appeal when it is being conducted using Microsoft Teams. To request to observe a hearing, please email [review@prsb.vic.gov.au](mailto:review@prsb.vic.gov.au) no later than 5pm on the day before the hearing is scheduled.

You will be emailed a Microsoft Teams meeting invitation for the appeal hearing. You should leave your camera off, and your microphone on mute as you are not a participant in the meeting. You are not permitted to record the hearing.

The member of the PRSB conducting the appeal may close part of the hearing to observers, in order to discuss sensitive or confidential matters. In this situation you will be asked to leave the meeting. You can then revisit the meeting invitation, click to join the meeting. You will be returned to the lobby and readmitted the meeting when appropriate.

### Technical requirements

If you have access to a Victoria Police device, you should have access to Microsoft Teams with your Victoria Police log in information.

If you do not have access to a Victoria Police device, please email [review@prsb.vic.gov.au](mailto:review@prsb.vic.gov.au) with your personal email address. You will need to have access to this email address on a device that supports video calls and the Microsoft Teams app. This can be a laptop, computer with webcam, tablet or smartphone.

You will need to access your device's app store and download the Microsoft Teams app. You do not need to try to log in or have access granted. You only need to have the app downloaded on your device.

### How to join the meeting

To join the appeal meeting, you will receive a calendar invitation with a link sent by the PRSB. Click the link that says "Join Microsoft Teams Meeting" in the body of the email to access the meeting.

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#### [Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

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Click "join now". You will be admitted to the Lobby and receive a message on your screen advising that someone will allow you access shortly. When the hearing is about to begin the audience, and the other participants will be admitted to the meeting. Your screen will change to a live feed of the meeting participants.

You can leave the meeting at any time or at the end by clicking "Leave now" to exit.