Virtual Hearing Room Checklist

Janet Walker

1. **Internet Connection**
   - get a strong and reliable connection (ideally, fibre optic)
   - use a hard-wired/ethernet cable

2. **Light**
   - eliminate natural light
   - use several standing lamps with white bulbs

3. **Sound**
   - find a quiet room
   - cover the walls to reduce echo
   - use a desktop speaker/microphone (or a headset)

4. **Camera**
   - use a separate webcam
   - position camera in the middle of the participants’ screen

5. **Background**
   - virtual background works best against a blank contrasting wall
   - can be a photograph of your study
   - if not, use a blank wall

6. **Screens/computers (2 systems)**
   - Videocall System
     - 1-2 additional screens for
       - participants (try a smart tv)
       - documents
       - with real-time transcript on laptop screen
   - powerful graphics card
   - docking station or 2-3 ports
   - Personal Laptop
     - external screen for personal copy of documents, hearing notes, tribunal communications, etc.
My own setup