

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

