

Hearing – Private Plan Change 92

MS TEAMS LOGIN INFORMATION

Wednesday 21 & Thursday 22 August 2024
+ Friday 23 August 2024 (if required)

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 489 225 039 102

Passcode: A7Dn3r

Dial in by phone

[+64 9-886 8067,,951335691#](tel:+6498868067951335691) New Zealand, Auckland

[Find a local number](#)

Phone conference ID: 951 335 691#

Join on a video conferencing device

Tenant key: 435162796@t.plcm.vc

Video ID: 139 899 650 3

MS Teams – Remote Hearing Protocols

Protocols for attending via Teams:

- When creating your Teams ID use your first and last name, not initials or a nickname.
- Your microphone and camera will generally be turned off when you come into the meeting. If it is not, make sure you turn them off.
- The chat and reactions functions may be turned off.
- The hearing will be recorded using Teams and the video will be put on the hearing page.

Protocols for presenting online:

- When it is your turn to present the Hearings Advisor will enable your mic and camera
- You will need to unmute yourself and turn your camera on
- Always present with your camera turned on
- Let the Hearings Advisor know ahead of the hearing that you are presenting online. If you have not advised the Hearings Advisor they will not know to allow you access to present.

Trouble shooting

- If you are having issues, leave the meeting and join again.
- If your mic and camera are shaded out it is because you do not have access to present.
- Email the Hearings Advisor if you have any issues – patrice.baillargeon@aucklandcouncil.govt.nz