

Participating in a committee remotely: advice for witnesses

Preparation for joining

The Scottish Parliament uses the Zoom videoconferencing platform for remote contributors. If you are using equipment issued by your employer or if you are using your employer's network, you should check in advance that they permit use of Zoom. If they do not, please arrange to use an alternative network or equipment.

If you are using standard equipment such as a laptop to join the videoconference, you will be able to join the meeting using either your browser or via the Zoom app. Those remoting in using equipment such as tablets or other mobile devices shall need to install the app to join the meeting.

Receiving your link

In advance of the meeting, your link to join the meeting shall be issued to you via email. This shall come from either the committee clerking team or "Zoom-SP-Hybrid". The link shall be unique to you: you cannot share it with others.

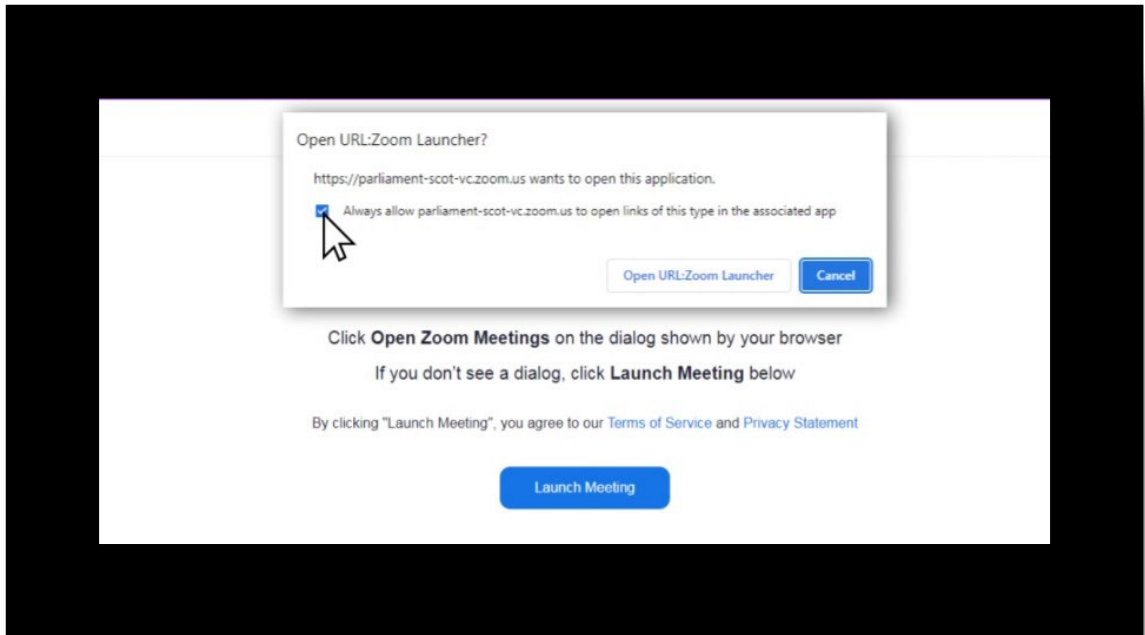
Joining the meeting

You are asked to log in to Zoom around 30 minutes before the start of the business in which you are participating.

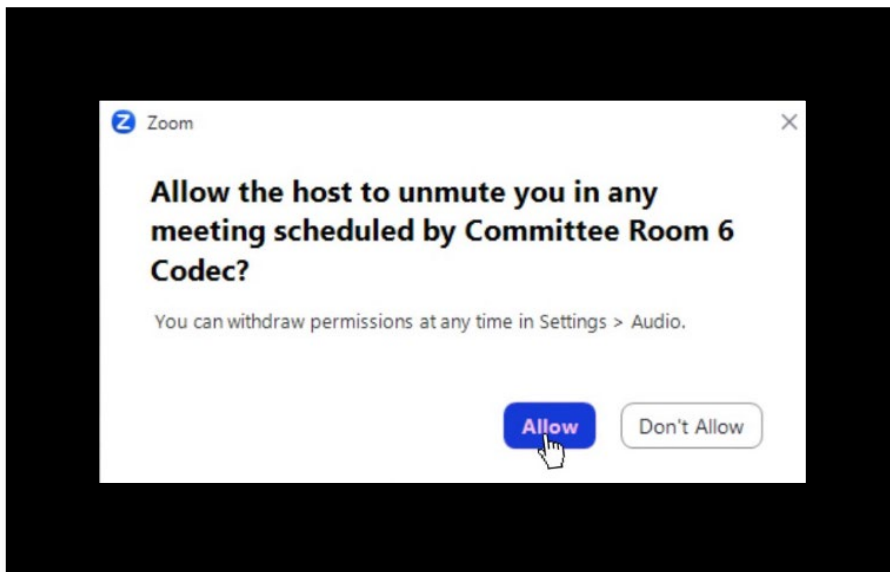
This is to allow our operators to assess the audio and visual quality of your connection and to check camera positioning. However, if you wish to follow business earlier in the meeting ahead of your appearance, you are welcome to log in sooner.

Joining instructions:

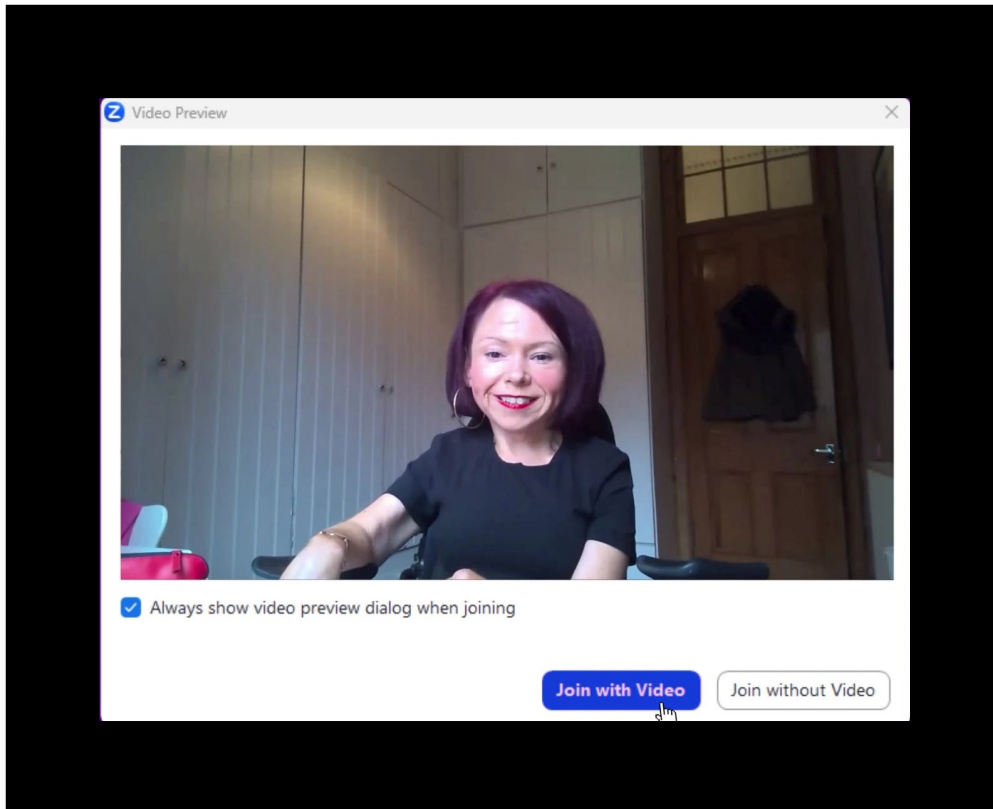
1. Click on the link you've been sent.
2. The link will open a prompt window in your web browser, please click "Launch Meeting", then tick the "Always Allow" checkbox and click "OpenURL: Zoom Launcher". Zoom will now open.



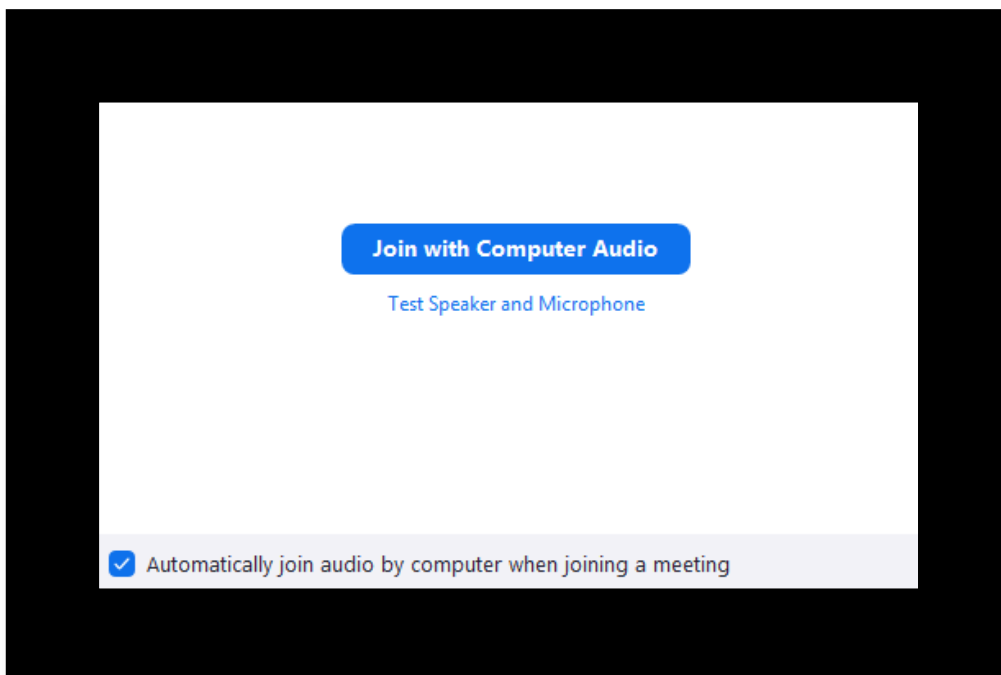
3. Click "Allow" to allow our operators to control your microphone.



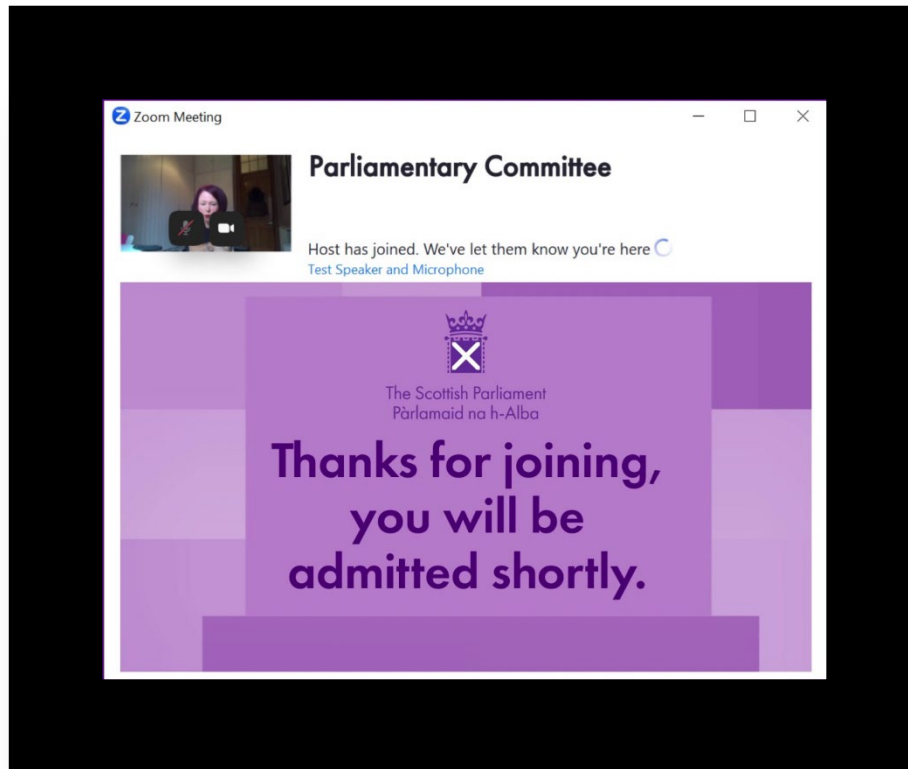
4. Click on "Join with Video" so that your camera is turned on and our operators can see you when you enter the meeting.



5. Tick the "Automatically join audio by computer..." checkbox. Then click "Join with Computer Audio" so you can be heard.



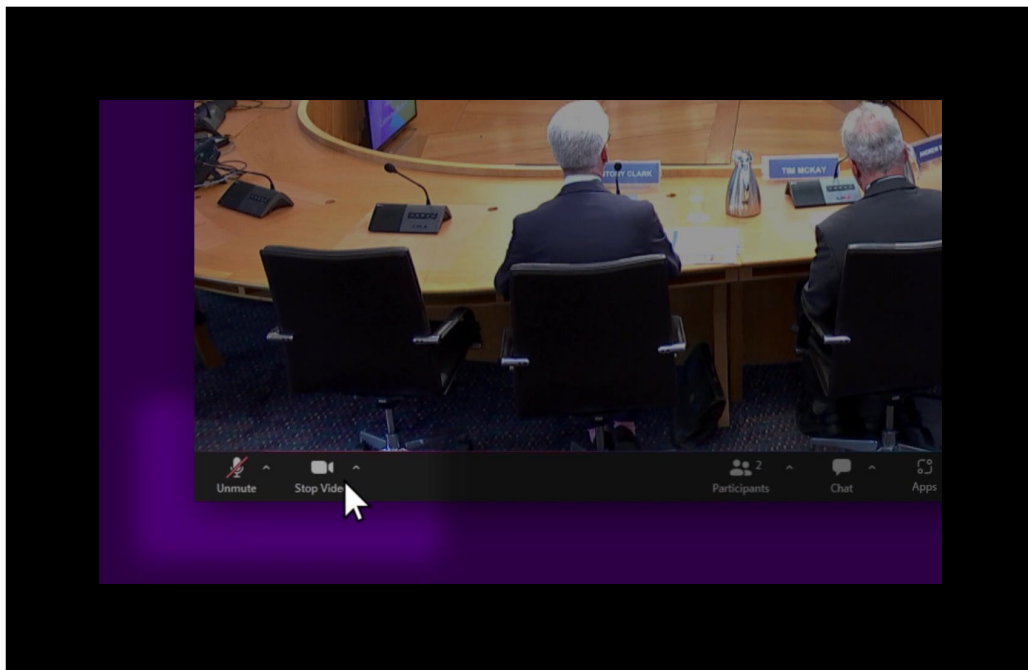
6. You should now connect to the meeting. You may be placed in a virtual waiting room for a short time until checked in by one of our operators.



7. Once in the meeting, you will see a video feed from the Committee Room; this may take the form a slide while the meeting is in private. Once the meeting has become public, you shall see and hear activity in the room. You shall also see all other remote participants, including members of the clerking team.



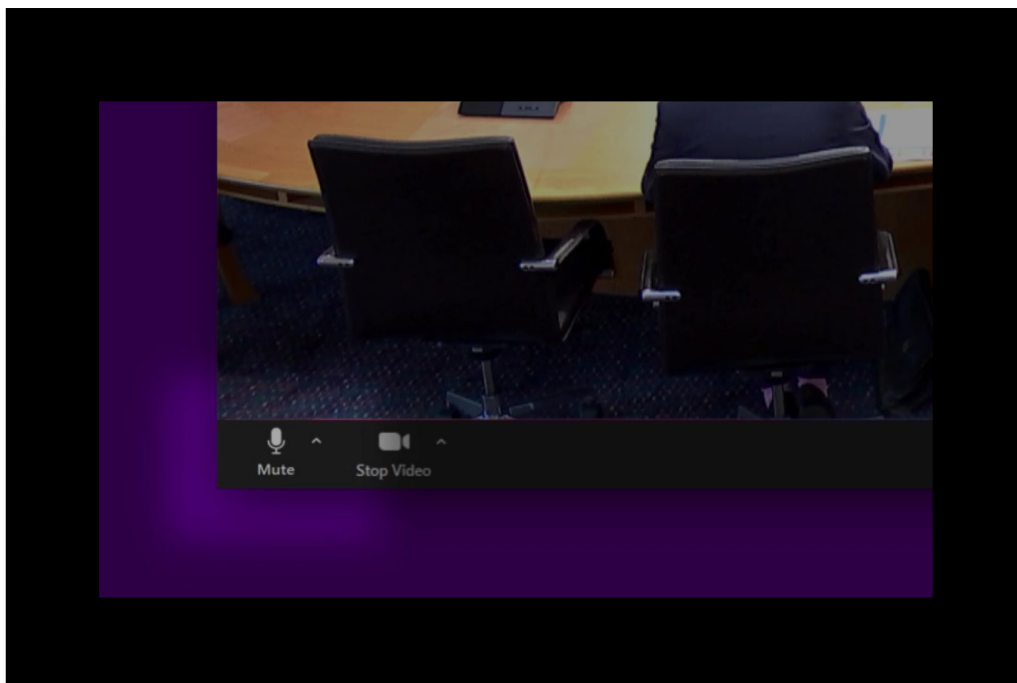
8. Please leave your camera on while you are on the call so we can check your connection throughout. Be assured: you shall not be visible until your time on the agenda.



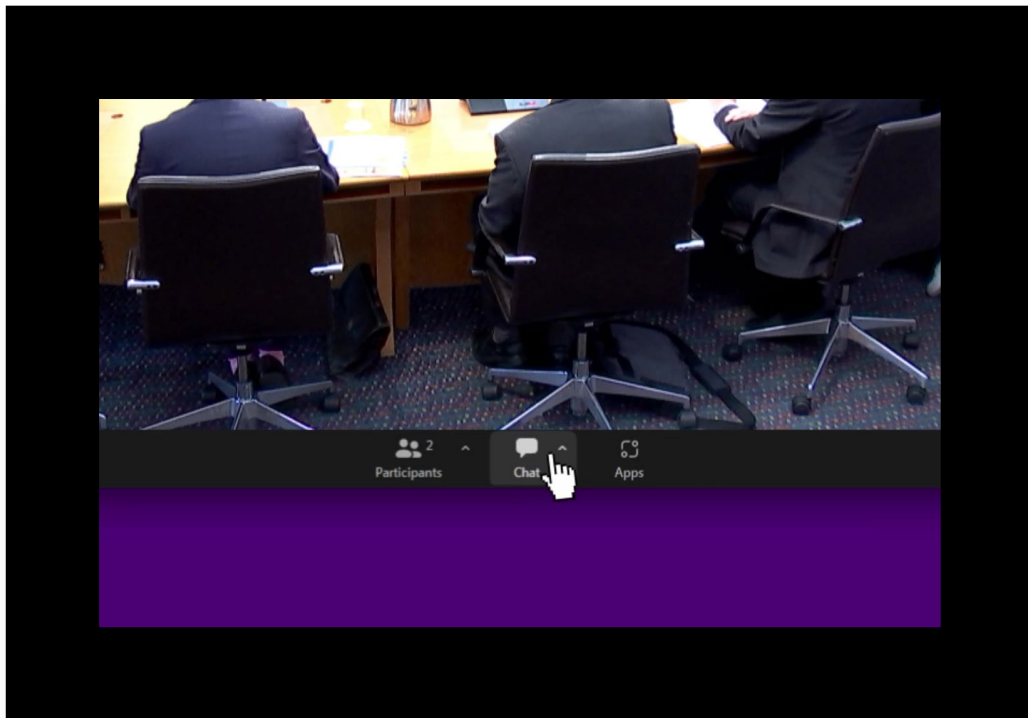
9. When the meeting has reached your agenda item, your video shall be visible on the screens in the room.



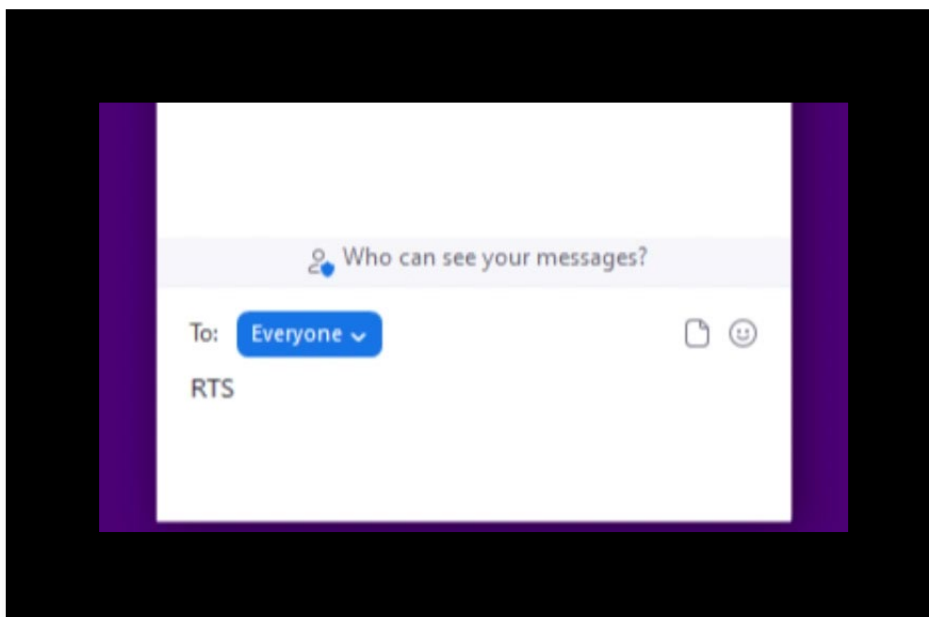
10. And when you are invited to speak, your microphone will be switched on.



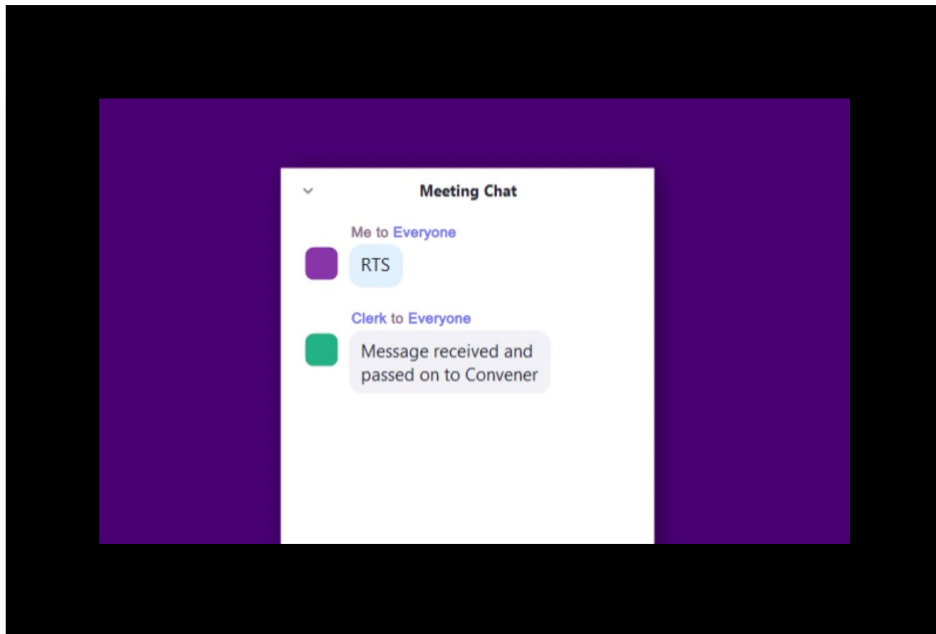
11. To request to speak, click the "Chat" icon at the bottom of the Zoom window.



12. Type "RTS" for a request to speak – don't use the "raised hand icon".



13. You will receive a response form Clerks acknowledging your request.



Additional notes and tips

If you wish to use a **headset or headphones with a microphone**, you should ensure the items are plugged in before joining the videoconference. If these items are connected after joining, the microphone may not work.

Please also ensure you **do not have any other software open** which may be using your camera and microphone as this can cause issues for Zoom.

If you are experiencing **technical issues**, please contact a member of our **IT team on 0131 348 5522**

Privacy notice

The privacy notice for witnesses appearing before Scottish Parliament committees can be found here:

[Privacy notice: Committees: Appearing as a committee witness | Scottish Parliament Website](#)