

## Guidelines for giving virtual evidence

- Camera needs to be sharp and look into the camera when speaking
- Position screen at eyebrow level
- If possible, more than one screen is helpful, one for your documents and the zoom meeting on the other
- Ensure you have a comfortable chair
- Choose the number of people you want to see on zoom screen
  
- Have a stable and fast internet connection
- When using a headset, beware of your breathing into the microphone
- Choose a headset with a switch on the lead which enables you to switch in/out of mute
- Use a headset that connects to your computer rather than a Bluetooth headset. This prevents having to re-charge
- Those with ipads can connect to a computer screen or even a TV screen
  
- Have a well-lit face, do not have light behind you or your face will be in shadow
- Be mindful of body language/posture and expressions, counsel will be watching
- Do not wear dangly earrings as they are distracting
- Wear plain coloured clothing
- Do not have books in the background, choose a virtual background
- Be mindful of time differences, so adjust mealtimes, prepare food, ensure there is sufficient water to hand
  
- Validation – you may be asked to show your passport
- Demonstrate removal from any group whether on phone Apps or email to prove you are not being coached, nor reading emails
- You may be asked to prove you are the only person in the room
- Consider a large mirror behind you so counsel can see you are not being coached
  
- Have your documents open and ready to access quickly
- Be confident to ask to have a document open
- Be aware of your pace when giving evidence
- At times you will be in a virtual break out room – be aware camera is still rolling
  
- Practise using video with friends and family
- Practise by presenting a course online
- YouTube have tutorials on how to present yourself on screen