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|  | Video Sharing Guidance | | |
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| Author | Education and Learning Unit (ELU) | Date | 29 June 2021 |
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During certain hearings, there may be a requirement for videos to be shown as evidence.

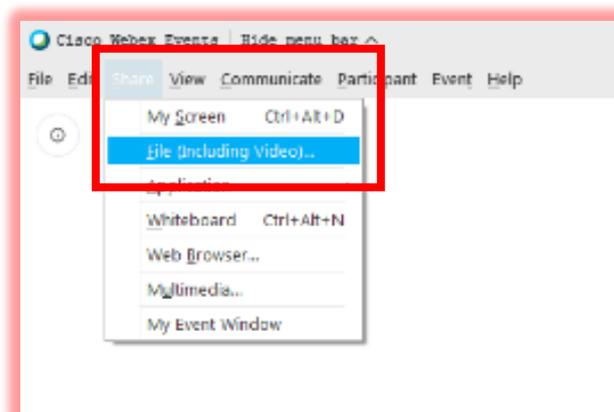
- Any videos that are to be shown should preferably be saved in MP4 format, to allow them to be compatible with WebEx, and should also be saved locally on the presenter’s laptop/computer so that they can be easily located, and shared on screen as and when required.
- The following formats are currently supported by WebEx:
 - WMV, WMA, WAV, MP3, ASF, AVI, MPG, MPEG, FLV, F4V and MP4

Attendee video resolution is optimized to 480p. Video files with a higher resolution should be resized to fit (640 x 480) resolution.

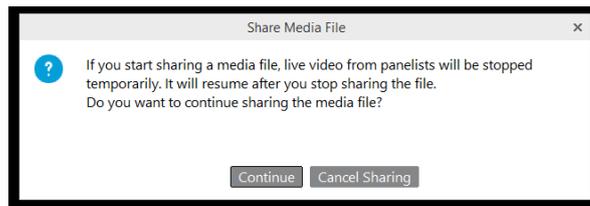
The clerk will be required to pass over ‘**Presenter**’ permissions to the panellist who will be showing the video.

Thereafter, the panellist will need to share the video as follows:

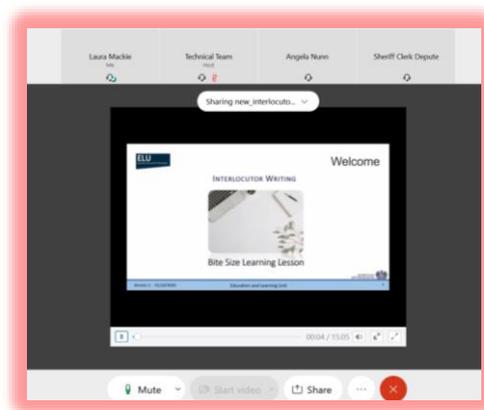
- Select ‘**Share**’ where it appears on the main menu at the top of the screen;
- Select the ‘**File (including video)**’ option;
- A new window will open showing the folders on your computer, locate the video that you wish to show, click on it, then click ‘**Open**’;
- The video will now appear on screen.



- The 'Presenter' will then receive the following message on screen:

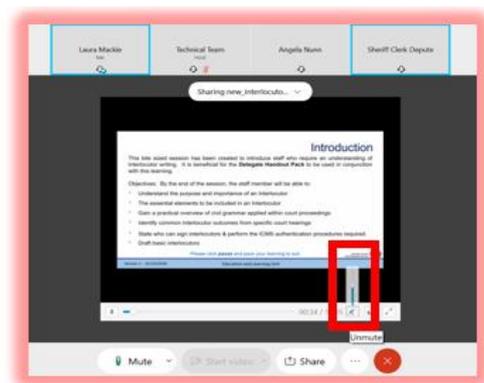


- This means that when a video is being shown on WebEx, the thumbnails of each panellist will no longer show their live feed, instead each thumbnail will simply show their names on top of a white background, as shown below:



Each panellist's feed will return 10 seconds after the video has been stopped.

- Each individual panellist can control the volume of the video through their own devices. The volume can be increased or decreased as desired using the volume control highlighted:



- If the Panellist sharing the video alters the volume on the video itself, then this will not affect the volume at which anyone speaking can be heard (i.e. should anyone wish to speak whilst the video is playing, they will still be heard over the video).

Once the evidence has concluded, the Clerk **must** remember to take back the 'Presenter' permission from the panellist.