

**Housekeeping Rules**

Applies to the Licence Holder/Applicant, external Responsible Authorities and “Other Persons” who have made representations, or the or the nominated spokesperson/legal representatives.

You can only dial in to the hearing if you have been emailed the joining instructions.

<b>Be on time</b>
<b>Block your telephone number</b> – set Block Caller ID on your phone settings and dial 141 before the meeting phone number that has been sent to you. On the screen, you will note all external attendees will have the same anonymous reference number created by Microsoft Teams for this particular meeting.
<b>Be prepared</b> – please have the Licensing Sub-Committee report on screen or to hand.
<b>Mute by default</b> – if you are not speaking please remain on mute. The Principal Licensing Officer will indicate when it is each party’s turn to present and ask questions.
<b>How to unmute</b> – press *6 when you need to unmute your mic.
<b>Identify yourself</b> – Unmute yourself when it is your turn, state your name before you speak.
<b>Limit the use of technical jargon and acronyms</b>
<b>Do not multi-task</b>
<b>Ask for clarification</b> – if there’s something you don’t understand ask
<b>How can I ask a question?</b> – verbally by coming off mute.
<b>How can I see the hearing?</b> – click on the live events link to this hearing on the website and ensure your computer/device is on mute to avoid interference.

**How do I get help if I have IT problems accessing the hearing or during the hearing?** – Contact Ellie Green on 02081322128 or email [ellie.green@enfield.gov.uk](mailto:ellie.green@enfield.gov.uk).

**What if an attendee interrupts the meeting?** – if any disruption is caused to the hearing, the Chairperson will issue a warning. If the attendee repeatedly disrupts the hearing, that person will be removed from the meeting.