

STATE OF HAWAII

LABOR AND INDUSTRIAL RELATIONS APPEALS BOARD

**Conferences and Hearings Using Microsoft Teams**

*This following is informational only. It provides basic information to assist parties, representatives, and attorneys appearing before the Labor and Industrial Relations Appeals Board.*

I. INTRODUCTION

- a. In response to concerns surrounding COVID-19, the Board will be using Microsoft Teams for conferences and hearings in lieu of in-person appearances, for the foreseeable future.
- b. During this time, the Board will also be assessing the feasibility of continuing use of this or similar technology after the COVID-19 crisis has passed.

II. BASIC INFORMATION ABOUT TEAMS MEETINGS

- a. Information about joining meetings using Teams may be found at <https://support.microsoft.com/en-us/office/join-a-meeting-without-a-teams-account-c6efc38f-4e03-4e79-b28f-e65a4c039508>
- b. Participants may request a practice-run with the Board in order to get familiar with the app.

III. HARDWARE/SOFTWARE/CONNECTION

- a. Participation in a Microsoft Teams meeting does not require downloading software because it can be launched from an internet browser on your desktop, smartphone, or tablet. You should at least have a microphone (so others can hear what you say) and speakers (so you can hear what others say). Generally, smartphones and tablets have cameras, speakers, and microphones.
- b. Microsoft Teams meetings may use significant amounts of data. If you will be utilizing your data plan to join the Teams meeting, please ensure that it is sufficient for that purpose.

#### IV. JOINING MEETING

- a. To enter the virtual meeting space, click on the “Join Teams Meeting” link on the invitation on the date/time noted on the invitation. You may be admitted to a virtual lobby before being invited into the meeting.
- b. The Board prefers that you join via an internet connection. If you are unable to do so, please immediately contact the Board.

#### V. DURING MEETING

- a. It is very important to remember to mute your microphones when you are not speaking and to unmute it when you are speaking. This will minimize feedback. A great option is using a headset with a microphone, if you have one available.
- b. During the meeting, you may customize what you see by pinning and unpinning different camera views.

#### VI. ATTIRE

- a. For conferences, business attire or Aloha wear are acceptable.
- b. For hearings and trials, attorneys are required to wear courtroom attire and non-attorneys may wear business attire or Aloha wear.

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If you require a language interpreter or if you require a reasonable accommodation for a disability, in accordance with the Americans with Disabilities Act or other applicable state and federal laws, please contact the Board at (808) 586-8600 at least ten (10) business days prior to your hearing or conference date.

Equal Opportunity Employer/Program  
Auxiliary aids and services are available  
upon request to individuals with disabilities.  
TDD/TTY Dial 711 then ask for (808) 586-8600

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