

22 May 2020

## NSW Bar Dispute Resolution Centre - Invitation to view new video conferencing facilities

I refer to previous correspondence regarding the new video conferencing ("VC") facilities that are available for use in the NSW Bar Dispute Resolution Centre on the 1<sup>st</sup> Floor Selborne Chambers.

These new facilities are now being widely used and we have received a lot of requests to view the new facilities and to discuss the services that are now available in the rooms.

We have booked Hearing Room No. 2 on Monday, 25 May 2020 for inspections, Margaret James of CCL together with one member of our IT staff will be available all day to meet with anyone interested in viewing the new facilities and to discuss the VC technology with our IT staff. In addition, the IT Staff will be available to answer any questions that our Members might have in relation to using the new Webex Meetings VC services that are available to all Members on the CCL Network using the VoIP services. We also invite Shareholders and Clerks to bring their laptops and the staff can assist, at this time, with installation of the Webex Meetings software.

Shareholders will be aware that they can use the facilities on an ad-hoc basis free of charge (based on availability) or receive a 10% discount on room hire rates if you want to book the rooms over multiple days.

Due to COVID restrictions we can only accommodate 1-2 people in the room at any one time at 15 minute intervals by appointment only, anyone visiting the 1<sup>st</sup> Floor will be required to use the hand sanitisers provided and sanitise any equipment that they bring to the rooms. We apologise for the short notice but the rooms are heavily booked and this is the only opportunity that we have over the coming weeks to host this event.

If you would like to make an appointment or have any questions in relation to this matter, please contact Margaret James of our office on 9231-3644.

Kind regards,

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