

# Instructions for a Zoom Teleconference hearing



**Kane County Board of Review  
2021 Session**

# Before you begin:

- Make sure you have a quiet place where you can hear and be heard;
- If using a mobile phone, make sure you have an adequate signal and battery;
- Download the Assessor Evidence from the portal described in your *Notice of Hearing*.

# Get the call-in information

Visit

[www.KaneCountyAssessments.org/pages/  
hearings.aspx](http://www.KaneCountyAssessments.org/pages/hearings.aspx)



719 S. Batavia Ave, Bldg C  
Geneva, IL 60134  
Phone: 630-208-3818  
Fax: 630-208-3824  
[Contact Us](#)

## Board of Review Assessment Complaint Hearings

All Kane County Board of Review hearings will be conducted by either teleconference or video conference. The Board of Review will use the Zoom platform to conduct the hearing.

- For a Zoom teleconference**, you will need to have a telephone; the quality of the connection will depend on the quality of the complainant's telephone connection.
- Select the date and time of the hearing from your Notice of Hearing to find the date, time, meeting ID, and passcode for your hearing;
  - At the date and time of your hearing, call the telephone number and use the meeting ID and passcode to enter the Zoom teleconference; and
  - Once you are admitted to the waiting room, wait for the Board of Review to admit you to the hearing.

- For a Zoom video conference**, you will need the following:
- Desktop/laptop computer, smartphone or tablet with a camera and microphone
  - Stable internet connection
  - Zoom software (you may download it from <https://www.zoom.us>)

- Once the Zoom software is installed on your computer, you will need to:
- Select the date and time of the hearing from your Notice of Hearing to link for your hearing;
  - At the date and time of your hearing, click on the link to enter the Zoom video teleconference; and
  - Once you are admitted to the waiting room, wait for the Board of Review to admit you to the hearing.

**September 7, 2021**



Select the Date of your hearing

# Write down the Telephone Number, Meeting ID, and Passcode


719 S. Batavia Ave, Bldg C  
Geneva, IL 60134

Subscribe

Or Join by Telephone by calling (312) 626 6799

When prompted enter the following:

Meeting ID: 

Passcode: 

Once the

- Select
- At the date
- Once you are a

**September 7, 2021**

# Calling in to the Hearing

- Call in no more than five minutes prior to your hearing's scheduled start time.
- When prompted, enter the *Meeting ID* and *Passcode* from the web site.
- Wait to be admitted to the hearing.
- Identify yourself when admitted.
- The Board will have reviewed the evidence before the hearing starts.

# Participating in the Hearing

- The chairman will let you know when it is your time to talk about your evidence.
- There may be questions about your evidence after you have finished.
- You may ask questions about the Assessor's evidence.
- The entire hearing is scheduled for 15 minutes.

# The Board's Decision

- After evidence is presented, the Board will deliberate and make a preliminary decision.
- The final decision will be issued after all hearings for the 2021 year have been completed.



# Questions?



***Visit***

***[www.KaneCountyAssessments.org](http://www.KaneCountyAssessments.org)***

***or call (630) 208-3818.***