

Appendix B - E-Hearing Preparation Checklist

No.	Item	Check
Prior to the electronic hearing		
1	Confirm that you and all your participants have: <ul style="list-style-type: none"> a) the minimum technical requirements as outlined in Appendix A b) training and technical support (if required) c) access to a suitable venue 	<input type="checkbox"/>
2	Discuss the protocol with the other side as soon as practicable and seek guidance from the hearing panel if required	<input type="checkbox"/>
3	As soon as practicable or 14 days before the hearing, provide the list of your participants and their phone numbers and email addresses to the Hearing Office in the event of technical difficulties	<input type="checkbox"/>
4	As soon as practicable or at least seven days before the hearing, upload all documents you intend to refer to during the hearing into the appropriate case on Case Center	<input type="checkbox"/>
5	Ensure you have connection details for the hearing (either an electronic link or dial-in numbers)	<input type="checkbox"/>
6	Schedule a demo/test session(s) for yourself and all your participants	<input type="checkbox"/>
7	Have a back-up plan for technical issues (<i>i.e.</i> , another device [desktop or laptop computer, tablet or mobile phone]; use a landline or mobile phone for audio connection; connect via an alternative LAN or Wi-Fi network, mobile hot spot or Internet stick)	<input type="checkbox"/>
8	Ensure that your witnesses and other participants are aware of the protocol and best practices	<input type="checkbox"/>
Day of the electronic hearing		
9	Close all programs not needed during the electronic hearing, mute all messaging and phone notifications, and remove all other background noise	<input type="checkbox"/>
10	Test your Internet speed	<input type="checkbox"/>
11	Test private alternative communications with your client, legal team and opposing counsel	<input type="checkbox"/>
12	Log-in to Webex 15 minutes earlier and test that audio and video connections are clear	<input type="checkbox"/>
13	Log-in to Case Center and open the case in review screen before the start of the hearing	<input type="checkbox"/>
During the electronic hearing		
14	Present yourself and identify any other persons present at your location	<input type="checkbox"/>
15	For videoconferencing, keep your camera on but mute your microphone when not speaking	<input type="checkbox"/>
16	When speaking, look at the camera and speak directly into your microphone	<input type="checkbox"/>
17	To present, have your documents open on Case Center and direct participants to a particular document or point by using Case Center's presentation tools or calling the document name, tab and page number as indexed by Case Center	<input type="checkbox"/>
18	To raise an objection or a point of procedure or privilege, "raise" or wave your hand in front of your camera and state that you have an "objection"	<input type="checkbox"/>
19	Tell the hearing panel and the host if you, your witness or other participants need to be excused or sent to a "lobby"/"break-out room"	<input type="checkbox"/>
20	During breaks, mute your microphone and turn off your camera and return to the session promptly when the hearing is scheduled to resume	<input type="checkbox"/>
21	Advise the hearing panel and the host in advance if you must leave the session earlier	<input type="checkbox"/>