

Etiquette for BC Review Board Video Hearings

Video hearings are hearings of the Board and participants should behave and participate as they would at an in-person hearing. Below are guidelines for etiquette during online proceedings.

1. **No recording:** no one is permitted to record any portion of the hearings other than the designated registry member. Screenshots are also prohibited. Some proceedings may be confidential and there may be publication bans in effect. If you need a transcript of a hearing, you may order one through Verbatim Words West Ltd.
2. **Participation:** Only parties, their counsel and witnesses should appear at the hearing. No one else should be present unless previously authorized by the Review Board registry, or at the hearing by the panel chair. The panel should be made aware of anyone else in the room with the accused. Do not forward or share hearing links to any unauthorized individuals.
3. **Location:** Please make reasonable efforts to find a quiet, private space with a neutral background for your appearance at the hearing. Do not leave the room or change your location during the hearing unless approved by the panel chair. If any participant needs to leave the room / take a break, they must advise the panel chair so that the hearing may be paused.
4. **Arrive early:** You should join the videoconference proceeding at least 5-10 minutes before the start of the proceeding, to allow time to address any technical issues. Before the videoconference proceeding starts, you will enter a virtual waiting room and remain there until the proceeding begins. If a participant is late, the panel may choose to proceed with the hearing in their absence.
5. **Phones:** phones should be turned off or silenced during the hearings. Any other electronic devices in the near vicinity should also be silenced or turned off.
6. **Microphone:** your microphone should be muted during the hearing unless you are speaking or being spoken to. Speak clearly and slowly when it is your turn to speak. Observers attending by phone should make sure they are muted to avoid noise interference.
7. **Camera:** ensure the camera is focused on the person who is participating in the hearing. For the location where the accused participates, the camera must be focused on the accused at all times so that the panel can see them. If someone else is testifying from the same location, that person should move into view when giving their evidence. If a witness (such as a CLBC representative, or family member) is attending by video, and attending the entire hearing, they may be asked to turn off their video feed except for the duration of their evidence.
8. **Clothing:** Dress as if you were attending an in-person proceeding.

9. **No food:** As in an in-person hearing, do not eat anything during the proceeding.
10. **Objecting, responding or commenting:** If you find it necessary to object to, respond to, or comment on something that another party has said and it cannot wait:
 - if on video, raise your hand to signal to the panel chair that you wish to speak, or respectfully interrupt the conversation when appropriate; and
 - if on audio, respectfully interrupt the conversation when appropriate to let the panel chair know that you have something to say.
11. **Witnesses & Observers:** Crown and defence counsel should ensure that witnesses are aware of the expectations for video and of attending a legal proceeding in general. Once the hearing has commenced, witnesses or observers will not be admitted (or re-admitted) to the hearing outside of an appropriate approved time (eg. during a break to ask a witness to call in). Most BCRB hearings are open to the public, however the panel chair may choose to hold some or all of the hearing in private. Observers may attend by phone. Parties may provide dial-in information to observers they are in contact with, once approved. Observers may also contact the Review Board registry by email to request the dial-in information. Phone lines should be muted, and will be muted by the hearing administrator if necessary.

Instructions to Join a Microsoft Teams Video Hearing:

Invitees will be sent invitation links by email to their secure Microsoft Teams video hearing to join as guests. You are not required to create an account as there will be an option to join as a guest.

Users must have access to a computer, tablet, or smartphone with working camera and microphone features and with the capability to connect to the internet and launch the Microsoft Teams video platform. Invitees are strongly encouraged to download the Microsoft Teams application in advance of the hearing.

Windows PC users may use the Chrome or Edge browsers to join a meeting without downloading the app, however they will have a more limited experience, and this is not recommended for parties to hearings.

Mac OS and Linux users will need to download the Microsoft Teams application when prompted.

Android or Apple smartphone users may download the MS Teams app through their app store. Users will also have a more limited experience.

When prompted to join the meeting, please permit Teams to have access to your device's microphone and camera features.

Please type in your full name as you would like it to appear to other members of the hearing. You will be sent to a virtual waiting area. The hearing organizer will admit you into the hearing when it is time for the hearing.