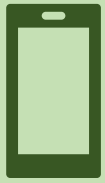


# Video Etiquette Do's and Don'ts

## DO



### Turn off Your Phone

- Make sure to turn off or silence your phone during the hearings.



### Arrive Early

- Try to join the videoconference 5-10 minutes before, to allow time to address any technical issues.



### Dress Accordingly

- Dress as if you were attending an in-person proceeding.



### Speak Clearly

- If you are speaking or being spoken to, please speak clearly and slowly into the microphone.



### Eat Beforehand

- As most hearings are scheduled for 2 hours, please ensure to eat beforehand if necessary.



### Find a Quiet Place

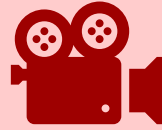
- Find a quiet, private space with a neutral background to attend the hearing.



### Raise Your Hand

- If you have something to say, raise your hand and wait to be called on.

## DON'T Record



- No one is permitted to record any portion of the hearing – this includes screenshots.



## Be Late

- If a participant is late, the panel may choose to proceed with the hearing in their absence.



## Dress Inappropriately

- Please respect the formality of the proceeding and dress accordingly



## Forget to Mute

- Unless speaking, mute your microphone to prevent feedback issues.



## Eat

- As in an in-person hearing, do not eat anything during the proceeding.



## Leave

- Do not leave the room or change location during the hearing unless approved by the chair.



## Interrupt

- Do not object, respond or comment during the hearing.