

## **Guide to virtual BC Review Board hearings for members of the public**

*Members of the public are entitled to attend any hearing of the BCRB as observers unless all or part of the hearing is closed to the public. Members of the public include: victims or family members of victims of the index offence, family members of the accused person, media representatives, and any other interested member of the public.*

1. **Etiquette.** Observers are expected to conduct themselves in the same manner as they would at an in-person hearing. A BCRB hearing is a formal legal proceeding.
2. **Join by phone.** For hearings that are conducted by videoconference, observers may join the hearing by telephone.
3. **No recording:** No one is permitted to record any portion of the hearing other than the designated registry member. Some proceedings may be confidential and there may be publication bans in effect. If you require a transcript of a hearing, you may order one through Verbatim Words West Ltd.
4. **Arrive early.** You should dial into the proceeding at least 5-10 minutes before the scheduled start time. Before the hearing starts, you will be placed on hold in a waiting room and remain there until the panel is ready to begin the proceedings. While we make every effort to start every hearing on time, there may be unavoidable delays. Once the hearing has commenced, 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).
5. **Phone microphone to be muted:** Your phone must be muted to avoid noise interference. If there is any noise or feedback coming from your line, the Hearing Administrator will mute your line, and will not be able to unmute it.
6. **How to get dial-in information:** Parties to BCRB proceedings may provide dial-in information to observers they are in contact with. Observers may also contact the Review Board registry by email at [BCRBRegistry@gov.bc.ca](mailto:BCRBRegistry@gov.bc.ca) to request the dial-in information.