



# Virtual Tribunal Guidance for Parties

Virtual Tribunals will take place by Zoom. Zoom is a free service and does not require you to create an account to attend. It is compatible with most devices. A reliable internet connection, speakers, microphone and a webcam are required. Most of these things are now contained within modern smartphones and tablets. If you would like to test the Zoom system before a Tribunal hearing, please email Faculty to arrange a suitable time.

When attending a virtual tribunal, please dress as normal for a hearing and be mindful of your camera view. The Tribunal members and any members of the public/media will be able to see you and your immediate environment. Be mindful of your privacy and that of others.

If you do not have hard copy papers, two devices are helpful - one to use Zoom and another to view the papers.

## **How to join a Tribunal Hearing on Zoom:**

Zoom is unable to open in an internet browser on any Apple or Android tablet, phone or laptop. If you are using one of these devices, you will need to download the Zoom app. Zoom will work in a browser on a Windows laptop.

1. Open the email from Faculty. Depending on your device, you can either join via the link in your browser or by using the Zoom app. If you use the app you may need the meeting ID and password contained in the email.
2. If you want to join a meeting via the app, open the app, click on Join a Meeting or sign in if you have a Zoom account.
3. Enter the Meeting ID as provided in the invitation and enter your full name.
4. On the next screen, enter the password given in the email.
5. You will be placed in a Waiting Room. The Faculty host will know you are there and will admit you into the main room when the Tribunal is ready to proceed.

## **In The Hearing Room:**

1. Upon entering, your video and audio will automatically be turned off.
2. If you are not speaking, please mute yourself to avoid background noise. When you need to speak, simply unmute yourself first.
3. Chat function. Enable this by clicking on the Chat icon on the control panel.
4. Please only use this function to privately speak to the Clerk. If you are having technical problems, please private message the Faculty host and limit use of this chat function to emergency only.
5. Break-out Room. If you require to speak to another party or your agent in the course of a hearing, it is open to you to request an adjournment and you can be



allocated a private break-out room. This is only recommended if you do not have other means of communication. Faculty can send you a message if they require you to return to the main room or they can join the break-out room if required. You can ask the host to join you in the break-out room if you need to speak to the Clerk.

For further guidance on the controls on individual devices, please visit the Zoom help page - <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting>

## **FAQs**

### **What happens during breaks/deliberations?**

The Chair or Clerk will indicate if the Tribunal is to take a break and will give a time for the hearing to resume. During the break, you are required to turn off all videos and all microphones must be muted.

If the Tribunal requires to discuss any matter in private, including deliberations, the Tribunal members will leave the main room temporarily. Everyone else should remain in the main room with their audio and video turned off. As usual, the Tribunal's decision will be announced publicly.

### **Can I record proceedings?**

Recording the proceedings in any way is strictly prohibited. This includes but is not restricted to audio and video recording in the app, on your device or externally. Screenshots must not be taken.

### **What happens if I experience connection difficulties during the hearing?**

If you are unexpectedly disconnected from the hearing, report this to Faculty immediately by emailing [complaints@advocates.org.uk](mailto:complaints@advocates.org.uk). Please try to re-join the hearing as soon as possible using the same Meeting ID and password.

### **Technical issues**

Restart your computer or close down Zoom and restart. You can join with the same details as per the email. Check your internet connection. Try and join from another device.

If all fails, please send an email to [complaints@advocates.org.uk](mailto:complaints@advocates.org.uk). Faculty will have access to emails during the hearing.

### **Additional Guidance on Zoom**

<https://support.zoom.us/hc/en-us/articles/206175806-Frequently-Asked-Questions>