

These questions will answer questions regarding Joining a hearing/meeting, WebEx software, technical requirements and those that are procedural in regards to the hearing.

**Joining a hearing/meeting:**

1. I do not have access to WebEx, WebFile or email invite. How do I join a meeting?
  - a. The Commission will send you a paper copy of the hearing notice, which will contain the link address to the hearing.
    - i. Type that link address into your computer browser. This should link you to the hearing.
  - b. Also see Technical Requirements in this document.
2. How will I join the meeting?
  - a. I have received an Email invitation:
    - i. By clicking the Green “Join meeting” button in the calendar event or in the email.
  - b. I have access to the Commission’s WebFile:
    - i. Use the clickable link in the hearing notice (PDF).
  - c. I only received a paper hearing notice:
    - i. Type the link address printed in the Hearing notice into your computer web browser.
3. I do not have video capabilities on my computer. Can I still have/attend a virtual hearing?
  - a. You are required to have video capabilities in order to have a virtual hearing with the Commission.
  - b. A mobile device (phone or tablet) with video capabilities can be used in place of a computer.
    - i. You will need to download the WebEx meetings app from your appropriate app store (Google Play, Apple’s App store...).

**WebEx:**

1. How do I know if WebEx will work on my mobile device, laptop or computer?
  - a. We recommend you conduct the WebEx test. Click the link [here](#) and enter your name and email address and click join. The test meeting will take a few seconds to pop up.
  - b. See the [WebEx System Requirements](#) document as well
2. Do I need a WebEx App to participate using a mobile device?
  - a. Yes, you will need to download the app from your device’s app store.
3. Do I need to have a WebEx account?
  - a. No, you do not need to have a WebEx account?

**Technical Requirements:**

1. From <https://vwc.webex.com> users can **Download** the **Cisco Webex Meetings Desktop App**, use the **Cisco Webex Meetings Web App**, or Download the **Cisco Webex Meetings Mobile App** from the **App Store** or **Google Play**.
2. Equipment Requirements:
  - a. You will need a smart phone, tablet or personal computer with access to the internet.
  - b. Smart phones and tablets should download the WebEx meeting app from their app store
  - c. All Participants should “test” their equipment prior to the hearing by going to this link and following the instructions:
    - i. <https://www.webex.com/test-meeting.html>
3. Are there any web browser restrictions?
  - a. No, as long as you are using an up to date browser and operating system with a reliable high-speed internet connection.
  - b. See the [WebEx System Requirements](#) document as well
4. What is considered a reliable high-speed internet connection?
  - a. We recommend a minimum of 5 Mbps download and 5 Mbps upload. You can test your internet speed by clicking the link [here](#) (or type <https://www.Speedtest.net> into your browser)
5. Deputy Commissioners have broad discretion to continue or cancel the hearing if attendees cannot meet the minimum technical requirement for participants.

**Hearing/Procedural:**

Answers to the following questions are based on the Order issued 4/6/2020; [Click here](#) to view the entire order.

1. If I do not want my hearing to be conducted by video, what are my options?
  - a. Objections to a Video Hearing must be filed with the Commission and copied to the parties within 7 calendar days of issuance of the hearing notice.
  - b. On-the-record (OTR) hearings may be an alternative option.
2. Can new evidence or exhibits be presented at the hearing?
  - a. All medical designations and exhibits will need to be filed 7 calendar days in advance of the hearing.
  - b. Objections/responses to the above are due no later than 4 days in advance of the hearing.
3. How do I bring a witness to the hearing?

- a. Forwarding of the hearing notice, invite or link of the video hearing to the witness will allow them access to the hearing.
  - b. Failure to supply a witness with the link/invite will not be grounds for a continuance.
  - c. Any document about which a witness will testify must be sent to the witness prior to the hearing. Failure to supply a witness with the relevant documents may result in exclusion of the witness’s testimony regarding those documents.
  - d. Witnesses must aver prior to their testimony that they shall not receive any assistance from any source while testifying.
4. Can I record the hearing?
- a. No, recording of the hearing is prohibited, except upon advance leave granted by the Deputy Commissioner
  - b. The Commission’s recording of the hearing is the sole official record of the hearing.
5. How should I present myself at the video hearing?
- a. Parties and witnesses attending a video hearing are attending a formal judicial proceeding and must dress appropriately just as if personally appearing in court.
  - b. All attendees must participate from a quiet location free of distractions.
6. During the hearing can I have a private conversation?
- a. Between Participants:
    - i. Make a request to the Hearing Deputy. You will be placed in a private area (the “Lobby”) where you will need to use personal devices to communicate with each other.
  - b. Between Participants and the Deputy:
    - i. Make a request to the Hearing Deputy. You be placed in a private area (the “Lobby”) where you will need to use personal devices to communicate with each other.
  - c. After an agreed upon time has ended, the Hearing Clerk will re-admit the parties into the hearing.