



STRUCTURE FOR ONLINE PROCEEDINGS

The Ministry of Education uses MS Teams as its platform for online hearings. Parties must familiarize themselves with MS Teams before the hearing begins. Any questions or technical issues should be addressed to the hearing coordinator, whose contact information is below:

Ms. Jayme L'Hirondelle
Email: Jayme.LHirondelle@gov.bc.ca
Phone: 778.572.3758

Before the hearing, each party must ensure that every participant is given a copy of this guideline.

CONDUCT DURING THE PROCEEDING

All participants are expected to conduct themselves in the same manner that they would if the hearing was proceeding in person.

WITNESSES AND PARTIES

Before the hearing

- Parties must provide the hearing coordinator with the email address and phone number for each participant (including each witness) at least one week before the hearing: the email address will be used to send each participant instructions on how to use MS Teams and the link to join the MS Teams meeting, and the phone number will be used in case of technical problems
- Each participant will need to download the MS Teams app on either a laptop, smart phone or tablet
- Participants will be given a link for each session of the hearing in which they participate: any party or participant who receives the MS Teams link is not to provide the link to anyone else
- Make sure speakers and microphones are working
- Be familiar with MS Teams
- Be prepared to join the videoconference at least 15 minutes before the start of the proceeding so that any technical issues can be addressed in a timely manner
- Dress appropriately, as you would if you were attending a hearing in person

At the hearing

- Witnesses must sit at a clear desk or table, with only those exhibits that have been permitted by the hearing panel
- Witnesses should be giving evidence from a quiet place and should avoid having any background noise (i.e. TV or music) Witnesses must be clearly visible, face the camera and speak directly and audibly into the microphone
- Witnesses must not use a virtual background and may be asked to use their camera to show the room in which they are giving evidence
- Witnesses must be alone in the room, except as permitted by the hearing panel
- Witnesses should be on mute unless speaking, and should close other applications on computers (such as Twitter, Facebook and email) and put their phones on silent so as not to be interrupted
- Witnesses must not operate with their phones or other devices
- Witnesses must not text, email or read messages while testifying
- Witnesses should not eat, or drink anything but water while appearing at the hearing

Breaks

- Witnesses should not get up for a break while giving evidence: if a witness requires a break, one should be requested from the hearing panel

EXHIBITS

Exhibits must be provided to witnesses in a clean, unannotated form.

Witnesses may be asked to show the hearing panel copies of documents before them.

RECORDING

No recording of any part of the hearing is permitted. This includes, but is not limited to, taking screen shots, recording conversations and using third party software to record the proceeding.