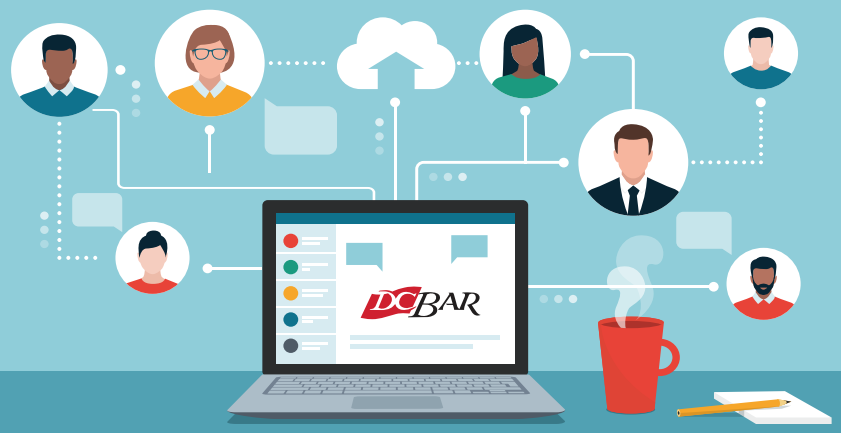
ACAB REMOTE HEARING GUIDE



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Prepare Your Technology

- Download Zoom if needed: *https://zoom.us/*
- Schedule a video conference test with ACAB Staff.
- Perform an online test of your network before the hearing: *https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video*
- If you are having technical issues with your equipment you should review Zoom training and support materials: *https://support.zoom.us/hc/en-us*
- Confirm your phone number and email address with ACAB staff.
- **DO NOT** share or forward hearing invitation.

Prepare Yourself for the Hearing

- Find a private and quiet space for your remote arbitration.
- Make sure your devices are silenced.
- Use a secure and private Wi-Fi connection. Plug your device into a wall outlet.
- Sit at eye level to the camera.
- Make sure your full face is in frame. Make sure your room is well lit.
- Wear work-appropriate clothing.
- Arrive early to troubleshoot potential technology issues.

What to Do During the Hearing

- Wait patiently while you are placed in a virtual waiting room at the beginning of the hearing.
- Introduce yourself and anyone with you when entering the arbitration.
- When speaking, look into the camera, not at the screen.
- Mute your microphone when not speaking.
- Inform the Chairperson if you need to step away.
- **DO NOT** record the hearing.
- **DO NOT** interrupt or talk over others.