

Attending a Virtual Hearing

GUIDELINES ON THE ROLE OF THE OBSERVOR

1. ACOT asks that observers register with the Hearing Director at least 5 days prior to the hearing. They will be asked to sign and return an Undertaking and Agreement Form.
2. ACOT asks that observers who are members of the media identify themselves with the Hearing Director.
3. Hearings are open to the public by default. However, if the Hearing Tribunal determines that any portion of the hearing should be closed, observers will not be permitted to observe that portion of the hearing and will be placed in individual breakout rooms and will be readmitted when the hearing reconvenes. ACOT asks that the observers monitor broadcast messages that may be provided to those in breakout rooms to be aware of any delays in resuming.
4. If an observer is late joining or needs to leave the hearing for any reason while the hearing is in session, they will be readmitted at the end of next recess.
5. During all recesses, or caucuses of the hearing, observers will be placed in individual breakout rooms and will be readmitted when the hearing reconvenes. ACOT asks that the observers monitor broadcast messages that may be provided to those in breakout rooms to be aware of any delays in resuming.



GUIDELINES ON THE USE OF CAMERAS

6. Observers should make sure to have a working camera, microphone, and speakers in advance of the hearing. The hearing will not be delayed by technical difficulties experienced by an observer.
7. Observers should be in a private location with minimal background movement and noise and may be asked to leave the hearing if their video or audio is causing distractions.
8. ACOT asks that observers follow the direction of the Hearing Tribunal regarding the status of their cameras (on or off) and that they keep audio muted unless asked a question by the Hearing Tribunal. Observers will be required to be on camera at the start of the hearing to identify themselves on the record.
9. No one, including hearing participants and observers, is to take screen captures, film, or otherwise record the hearing.

NOTE: Hearing schedules are subject to change. Please check the ACOT website for current hearing information.

