

PROPERTY ASSESSMENT APPEAL BOARD

GUIDELINES FOR VIDEO CONFERENCING AT BOARD HEARINGS

- 1) Unless otherwise ordered by the Board, a party who wants to attend an in person hearing by phone or video, or who wants a witness to attend the hearing by phone or video, must apply to the Board **at least three (3) weeks** before the hearing setting out the reasons for the remote attendance.
- 2) If the application is granted, the Board expects that the remote participant must have:
 - A computer with a video camera and internet connection;
 - sufficient broadband to run the video connections;
 - a separate audio connection by way of a speaker phone or similar device
(use of computer audio is not permitted as it uses broadband that will reduce video quality and limit the resources needed to show multiple camera streams);
 - a secure and quiet place to conduct the video-conference, free of interruptions;
 - The witness should not have other persons present without the knowledge or permission of the Board or other participants;
 - The witness must not have any materials or extrinsic aids available to him/her for the purpose of providing his/her testimony, except for materials agreed to by the parties beforehand.
- 3) It is obligation of the party calling the remote witness to ensure that they have the equipment necessary and that they understand the Board's expectations.
- 4) In addition, it is the party's responsibility to ensure that their witness has all the pre-hearing documentary evidence filed with the Board.
- 5) If a party intends to refer to any additional documents or evidence not filed before the hearing and plans to put that evidence to a remote witness, they must provide that document to the Board for the purpose of scanning, **no later than five (5) business days** before the start of the hearing. In this event, the Board will have a scanned copy ready to be uploaded and referred to during the hearing.

- 6) If there is a delay or change in the time for the participant to join the meeting, it is the responsibility of the party calling the witness to notify the witness of any change or delay in the time and have them ready when required.

INSTRUCTIONS:

1. The Board will use the WebEx platform as its videoconferencing tool.
2. The Board will send remote participants an email invitation by which they will join the meeting. Please ensure the Board has your correct email address.
3. To join the meeting:
 - click on the “join the meeting” link in the meeting invitation email you received:

You can forward this invitation to others.

Hello,

Isabella Chin invites you to join this WebEx meeting.

Mock hearing

Tuesday, September 19, 2017

11:00 am | Pacific Daylight Time (San Francisco, GMT-07:00) | 1 hr

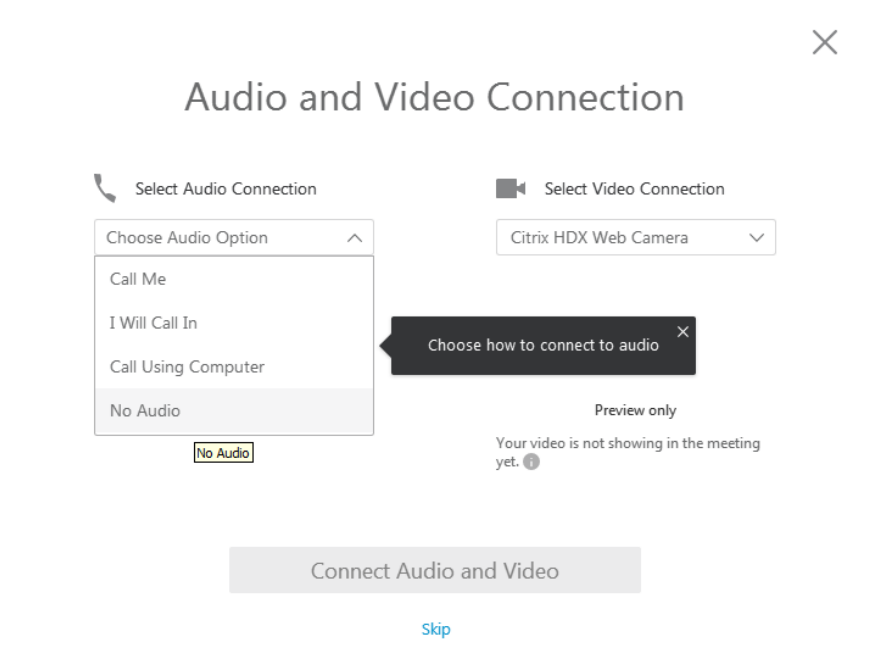
Meeting number (access code): 809 364 997

Meeting password: r663wrmB

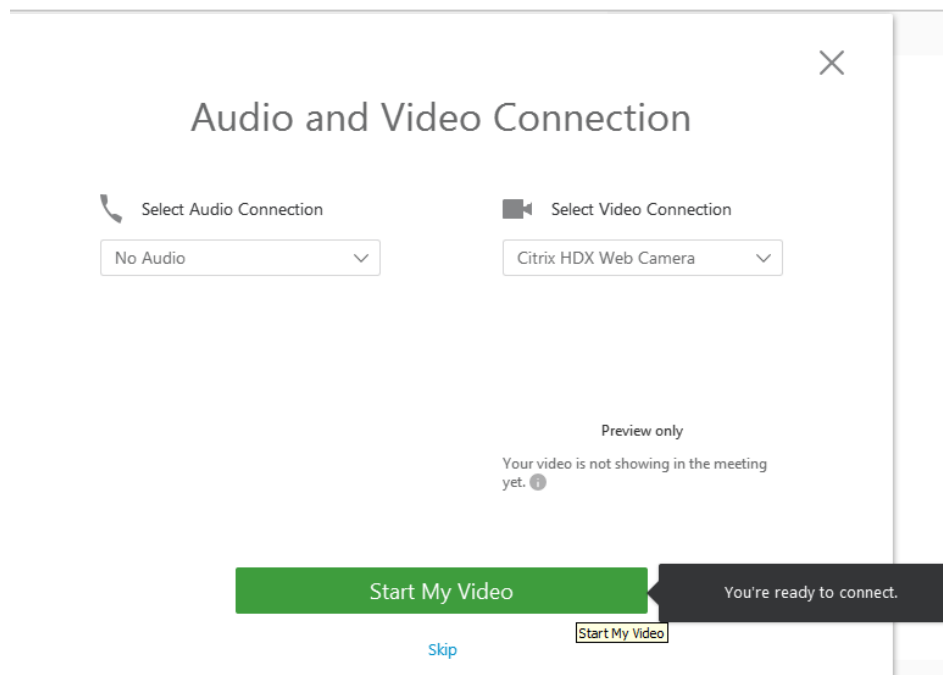
Add to Calendar

When it's time, [join the meeting](#).

- If it's your first meeting using WebEx, you will be required to download the add-on. Follow the prompts on screen. For troubleshooting, please refer to pages 19-20 on the [WebEx Meeting Center User Guide](#).
- On the Meeting Information page, enter your name and your email address. Click on “Join”.
- When prompted, select “No Audio” under “Select Audio Connection”:



- Select “Start my video”:



- To connect to the audio, from your speakerphone or similar device, dial:
1-877-353-9184 await prompt then enter passcode XXXXXXXX#
- You are now connected to the video conference.

4. If you have any technical difficulties in connecting or during the video-conference, or if you are unexpectedly disconnected during the video conference, please contact Isabella Chin at 604-775-3120.
5. Upon request or if required, the Board can conduct a short test of the platform with the remote participants. This is only for the purpose of ensuring the participants are familiar with the platform and no other purpose.