

## WebEx Tips

- Test your connection prior to the hearing. Limited bandwidth may affect your connection to the WebEx audiovisual conference. Close any applications you do not need to use during the hearing.
- Consider steps that you can take to establish a high-speed internet connection (e.g., if possible, a hard-wired internet connection is faster and generally preferable to a wireless internet connection).
- If possible, use a PC or laptop for the video portion of the proceeding as screen size will be important, particularly for proceedings with many participants.
- Speak loudly and clearly into a microphone or close to the computer or device.
- Speak slowly and pause between statements.
- Only one person may speak at a time, allowing a pause between speakers.
- Avoid multitasking.
- Place the camera at eye level and maintain eye contact with the camera.
- Be cognizant of your background as it will be visible during the conference. Avoid inappropriate or distracting locations and backgrounds.
- Avoid sitting in front of windows which can result in backlighting making it hard to see faces.
- Parties and counsel should not leave the camera shot during the hearing without the permission of the court.
- Learn how to share your screen and applications in WebEx so that you may publish exhibits, including videos and audio, to all WebEx participants. It can take WebEx some time to prepare large documents for screen sharing. If all you need to share is a few pages of a large document, create a separate PDF file of what you need.
- Prepare and practice ahead of time for the virtual presentation of documentary and other evidence.
- Have the WebEx conference telephone dial-in information and court clerk email and telephone number available should you be disconnected from the WebEx proceeding.
- Know how to re-enter the WebEx proceeding.