



Participant Guide

Procedural & Jurisdictional Teleconference Call

<p>NOTICE OF HEARING</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review your Notice of Hearing letter and take note of the following: <ul style="list-style-type: none"> ✓ Date ✓ Hearing Time ✓ Dial-in number ✓ Participant access code ✓ Appeal number
<p>ON THE MEETING DAY</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure your phone system is fully functioning before you dial into the conference call <ul style="list-style-type: none"> ✓ Dial the conference number ✓ Enter the access code when prompted ✓ This takes you into the lobby ✓ Wait in the lobby until you are admitted into the meeting by a Tribunal Clerk <input type="checkbox"/> If you wish to keep your <u>phone number private</u>, follow one of the applicable steps when calling: <ul style="list-style-type: none"> ✓ <u>Landline</u>: dial *67, then enter the conference dial-in number ✓ <u>Cell phone</u>: dial #31#, then enter the conference dial-in number
<p>WHEN ADMITTED INTO THE MEETING</p>	<ul style="list-style-type: none"> <input type="checkbox"/> If you have not already completed the pre-registration process, the Tribunal Clerk will register you at that time by asking you the following: <ul style="list-style-type: none"> ✓ Full name ✓ Appeal number ✓ Status (Appellant, Applicant, Owner of Subject Property, Agent/Representative, Development Authority, Other) ✓ Identify the technological device you will be participating with ✓ Mailing address
<p>WHEN THE MEETING BEGINS</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All proceedings are recorded <input type="checkbox"/> The Board welcomes all participants <input type="checkbox"/> Attends to each matter in the order shown on the Agenda
<p>PARTICIPANT ETIQUETTE</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Please note that there will be other participants in the call; as such, it is expected that you: <ul style="list-style-type: none"> ✓ Be in a quiet room with minimal background noise ✓ Find the most comfortable sitting position ✓ Have a pen and paper handy ✓ Be on time ✓ If you have an additional phone (e.g. work phone) ensure it is on silent ✓ Always identify yourself before speaking ✓ Mute your phone when not speaking <ul style="list-style-type: none"> <u>iPhone & Android</u> <ul style="list-style-type: none"> • To mute yourself during the conference call, tap the “Mute” button showing on your phone screen. Tap the “Mute” button again to unmute yourself. <u>Landline & others</u> <ul style="list-style-type: none"> • If the landline <u>has</u> a “Mute” button, tap the "Mute" button on the key pad. Tap the "Mute" button again to unmute when you want to speak. • Press "*6" to Mute a landline or phone that <u>does not</u> have a “Mute” button or feature readily available. Press "*6" again to unmute yourself. ✓ Speak loudly and clearly ✓ Be respectful; do not interrupt speakers ✓ Do not put the meeting on hold to take an incoming call ✓ Avoid eating or chewing ✓ Pay attention and avoid being distracted ✓ Sign off with a “goodbye” when your matter is concluded