

PRACTICE DIRECTIONS FOR ELECTRONIC REGISTRATION COMMITTEE HEARINGS

1. General Participation Guidelines

- Electronic hearings are formal proceedings and are managed for the Tribunal Office by [Arbitration Place Virtual](#) using the ZOOM platform. APV is retained to provide experienced Virtual Case Managers that oversee all technical logistics and technological preparation for the proceeding – both prior to and throughout the matter – so that counsel, the parties, and adjudicators can focus on the substantive issues. APV’s virtual hearing management services include support for document management and display during hearings; facilitation of virtual caucus break-out rooms; coordination with court reporting; technical testing and preparatory work. APV is under the direction of the Tribunal only.
- Hearings are open to the public, unless otherwise ordered. Members of the public and the media can request to observe hearings by emailing the [Tribunal Office](#).
- Parties, representatives, and witnesses must:
 - Attend from a quiet and private space with stable internet connection and connect from a computer or tablet (please avoid joining the hearing from your phone).
 - Join using their full name and title (e.g. John Doe – Applicant).
 - Have their camera turned “on” and microphone muted during the proceeding unless speaking.
 - Use “raise hand” feature if they wish to speak unless called upon by the panel. Both parties make submissions, you cannot interrupt the other party unless you are making a formal objection.
 - Dress appropriately for a formal proceeding.
- Parties should log in at least 15 minutes before the scheduled start time to minimize disruptions due to technological issues.
- If a technical rehearsal is necessary, this request must be made to the [Tribunal Office](#) in advance of the hearing.

2. Access and Attendance

Parties are responsible for:

- a. Ensuring Tribunal staff receive a list of the parties’ expected attendees that includes names and emails and their role (witness) by the requested deadline.
- b. Ensuring their witness(es) receive the hearing link when provided by Tribunal staff.
- c. Providing accommodation or translation services requests as far in advance as possible, to the [Tribunal Office](#).

Observers and participants are responsible for:

- d. Requesting access to the hearing to observe by emailing the [Tribunal Office](#) and include the hearing name, date, the observer’s name, and preferred email address, at least 1 business day prior to the commencement of the hearing.
- e. Joining the hearing by using the link and naming themselves “Observer” followed by their first initial and last name (e.g. Observer, J. Doe).
- f. remaining on mute with their cameras off for the duration of the hearing.

3. Witness Management

4. Parties are responsible for preparing their witnesses by explaining hearing etiquette and expectations, that includes providing directions to them as to when they are expected to testify and providing hearing Zoom information to them (Note: The Tribunal Office and APV do not provide hearing Zoom information to witnesses).
- If a party requires a Summons to a Witness, they must review the [Summons Information Sheet](#) and submit a completed [Summons Request Form](#).

5. Document Use, Access and Filing

- Documents must be filed electronically in PDF format (JPEG is acceptable for photographs). Refer to [Rules of Procedure](#) – Rules 3.3 – 3.6 for full requirements.
- It is highly recommended for the parties to compile their documents into a book of documents containing an index, page numbers, and/or tabs for ease of reference.
- Upon receipt of the parties' electronic documents, the Tribunal staff will upload hearing documents into the SharePoint folder. The panel and the parties will be granted access to the SharePoint folder with the documents shortly prior to commencement of the hearing.
- During the hearing parties will be permitted to use the screen sharing function, where appropriate, during their presentation.
- Questions regarding document filing must be directed to the [Tribunal Office](#).

6. Breaks and Disruptions

- The Panel Chair will schedule and announce breaks as needed.
- If a participant is disconnected, the hearing will be paused to allow for reconnection.
- Disrespectful conduct and/or interruptions will result in a warning; repeated conduct issues may result in exclusion.

7. Recording and Confidentiality

- Recording or photographing the hearing is strictly prohibited.
- The link to the hearing is not to be shared with any unidentified, unregistered or unauthorized individuals unless permitted.

8. Hearing Transcript

Hearings before the Tribunal are recorded by an independent court reporter.

A partial or complete transcript can be ordered at your own cost, directly from the court reporter.

To obtain the contact information of the court reporter, email your request to the [Tribunal Office](#).

Resources:

[Professional Engineers Act](#)
[Ontario Regulation 941](#)
[Ontario Regulation 260](#)

[Statutory Powers Procedure Act](#)
[Rules of Procedure of the Registration Committee](#)

[Registration Committee web page \(PEO Website\)](#)

[Registration Committee Hearing Guide for Self-Represented Applicants](#)

[Fair Access to Regulated Professions and Compulsory Trades Act \(FARPCTA\)](#)

Contact email for the Tribunal Office adminstaffrec@peo.on.ca