



# Virtual Tribunal Guidance

Zoom will be used to host virtual tribunals. It is a free service and does not require you to create an account to attend. It is compatible with most devices. A reliable internet connection is advised.

## **How do I find out when a hearing is taking place?**

All hearings will be listed on the Faculty website here -

<https://www.advocates.org.uk/making-a-complaint/disciplinary-tribunals>

## **Can members of the public/media observe a hearing?**

Unless the Tribunal has directed that a matter should be heard in private, the media and public can attend any hearing being held remotely. If a hearing is to be heard in private this will be noted on the Faculty website.

## **How do I gain access to the Tribunal hearing?**

Any member of the public or media wishing to attend a remote hearing should contact [complaints@advocates.org.uk](mailto:complaints@advocates.org.uk) to arrange access to that hearing. You will be sent joining information. Please give the office as much notice as possible that you wish to attend a hearing. Any request requires to have been received by 5pm the day before the hearing.

## **How to join a Tribunal Hearing on Zoom:**

Zoom is unable to open in an internet browser on any Apple or Android tablet, phone or laptop. If you are using one of these devices, you will need to download the Zoom app. Zoom will work in a browser on a Windows laptop.

You will be sent a joining link by email from Faculty. Depending on your device, you can either join via the link in your browser or by using the Zoom app. If you use the app you may need the meeting ID and password which will be contained in the email.

1. If you want to join a meeting via the app, open the app, click on Join a Meeting or sign in if you have a Zoom account.
2. Enter the Meeting ID as provided in the invitation.
3. Enter your full name.
4. On the next screen, enter the password given in the email.
5. You will be placed in a Waiting Room. Faculty staff can see who is waiting. Once the hearing is ready to start, you will be admitted to the hearing room.

*Members of the Public and Media must ensure they have their microphone and video turned off at all times. You may be removed from the meeting if you fail to comply with this instruction.*

## **What happens during breaks/deliberations?**

The Chair or Clerk will indicate if the Tribunal is to take a break and will give a time for the hearing to resume. During the break, all videos will be turned off and all microphones muted.



If the Tribunal requires to discuss any matter in private, the Tribunal members will leave the main room temporarily. Everyone else should remain in the main room with their audio and video turned off. All Tribunal deliberations take place in private but the Tribunal's decision is announced publicly.

**Can I record proceedings?**

Recording the proceedings in any way is strictly prohibited. This includes but is not restricted to audio and video recording in the app, on your device or externally. Screenshots must not be taken.

**What happens if I experience connection difficulties during the hearing?**

If you are unexpectedly disconnected from the hearing, please try to rejoin the hearing as soon as possible using the same Meeting ID and password.

**Additional Guidance on Zoom**

<https://support.zoom.us/hc/en-us/articles/206175806-Frequently-Asked-Questions>