Mashantucket Pequot Tribal Nation

MASHANTUCKET EMPLOYMENT RIGHTS OFFICE

Instructions for Testifying at a Hearing Conducted via Videoconference

1. Be ready early. Make certain you have everything you need available at your participation station, including a non-alcoholic beverage, any documents that you have been provided with, and your photo ID to show the camera to confirm identity.
2. Test the internet speed and connection. If the internet connection is shared with others, limit their use if possible. Use a hard-wire connection, if possible. If Wi-Fi is used, locate near the modem or router and turn off the Wi-Fi connection on other devices.
3. Consider camera positioning (preferably at face level and relatively close to you, with your face clearly visible), room lighting, and background, which should be neutral and not show personal items. You may not use a virtual background, replace the live feed with your profile photo or use a name other than their proper name. While in the hearing, you are expected to sit or stand and stay within view of the camera. Walking around or moving the camera may affect connectivity.
4. Silence desktop or mobile notifications. Eliminate background noise. Mute your audio when you are not testifying or asked to respond to a question. Unless explained otherwise, when you unmute your audio, you will be heard by everyone involved in the hearing.
5. Do not unmute and speak when others are speaking. Before answering a question that has been directed to you, unmute yourself and pause a few seconds before answering. Speak slowly and clearly. Stop if an objection is raised until given direction by the person(s) conducting the hearing.
6. If someone enters the room while you are in the hearing, identify the individual to the hearing participants.
7. Do not consult with anyone during the testimony. Do not have a chat window, texting application or similar system open by which communications could occur without everyone in the hearing being able to see or hear the communication.
8. Do not consult any documents during the testimony unless provided in advance for purposes of the testimony and/or specifically directed during the testimony to view the documents.
9. Do not record through Zoom or otherwise, including through a cell phone, screen capture, screen shot or print screen.
10. If you experience a technical issue and do not lose connectivity, bring the issue to the attention of the participants. You will be provided with a contact name and number to call if you experience a technical issue that results in loss of connectivity.
11. Follow any instructions provided by the person(s) conducting the hearing.
12. When your testimony is complete, you will be asked to sign off from Zoom by selecting “Leave Meeting.”