

VIDEOCONFERENCING TIPS FOR COUNSEL

CONNECTIVITY

- Use a stable, high-speed Internet connection.
- Limit competing bandwidth use during the conference.
- Keep your equipment plugged into a charger rather than relying on battery.
- Test your connectivity and equipment with the court in advance of the conference.

BACK-UP MEASURES

- Keep the conference manager's cell phone number at hand so you can call or text promptly if your connection fails. The conference manager will notify the court so that proceedings can be paused while you rejoin the conference.
- Keep the conference address and ID at hand so you can reconnect promptly if your connection fails.
- Keep the back-up teleconference call-in instructions at hand in case you need to rejoin the conference by telephone.

QUALITY AUDIO

- To reduce audio feedback, use headphones and/or lower your speaker volume. Muting your microphone also reduces feedback—remember to unmute to speak.
- Silence sounds and alerts from your equipment.
- Select a quiet location and avoid background noise.
- Test sound quality with the court in advance of the conference.

QUALITY VIDEO

- Ensure there is adequate light (soft, front lighting makes good facial lighting) and do not position your back to a bright window.
- Sit or stand at eye level to the camera lens and position yourself so the camera shows midsection up. Look directly into your camera when speaking.
- Minimize hand gestures during argument.

CONFERENCE ETIQUETTE

- You need not stand for the argument.
- Attire and decorum are the same as for in-person argument.
- Be alert for questions and stop speaking in order to hear and respond to the question. Judges participating by videoconference and teleconference will announce that they have a question. Judges participating by videoconference will also raise their hands.
- You will be advised of the identity of the panel the morning of argument.