**HEARING PARTICIPANT CHECKLIST**

| **MATTER INFORMATION** | |
| --- | --- |
| **Matter Name** | [INSERT MATTER NAME] |
| **File Number** | [INSERT FILE NUMBER] |
| **Scheduled Dates for the Hearing** | [INSERT SCHEDULED DATES] |
| **Name:**  [INSERT FIRST AND LAST NAME]  [INSERT TITLE] | **Address:** [INSERT ADDRESS]  **Phone:** [INSERT PHONE]  **Email:** [INSERT EMAIL] |

| **TRIAL RUN** | | |
| --- | --- | --- |
| The Registrar will schedule a videoconference platform trial run based on the parties’ availability prior to the hearing. The training will take approximately 30 minutes to one hour. Please provide a list of dates and times of your availability. | | |
|  | **Available Dates** | **Available Times** |
| **1** | [INSERT AVAILABLE DATE] | [SELECT AVAILABLE TIME] |
| **2** | [INSERT AVAILABLE DATE] | [SELECT AVAILABLE TIME] |
| **3** | [INSERT AVAILABLE DATE] | [SELECT AVAILABLE TIME] |
| Please attach a separate document with the above information if you require more room. | | |

| **INDIVIDUALS PARTICIPATING IN THE HEARING** |
| --- |
| **Note that there are generally only two laptops in the hearing room available to each of the Commission and the respondents** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Laptop for Hybrid Hearing** | **Email Address Required** |
| [INSERT FIRST AND LAST NAME] | [INSERT ROLE] | [SELECT OPTION] | [INSERT EMAIL ADDRESS] |
| [INSERT FIRST AND LAST NAME] | [INSERT ROLE] | [SELECT OPTION] | [INSERT EMAIL ADDRESS] |
| [INSERT FIRST AND LAST NAME] | [INSERT ROLE] | [SELECT OPTION] | [INSERT EMAIL ADDRESS] |
| [INSERT FIRST AND LAST NAME] | [INSERT ROLE] | [SELECT OPTION] | [INSERT EMAIL ADDRESS] |
| [INSERT FIRST AND LAST NAME] | [INSERT ROLE] | [SELECT OPTION] | [INSERT EMAIL ADDRESS] |

| **HEARING WITNESS LOGISTICS** | | | | |
| --- | --- | --- | --- | --- |
| **Total Number of Anticipated Witnesses**: [INSERT TOTAL] | | | | |
| **Witness Name** | **Email Address** | **Time** | **Anticipated Length** | **In person or Virtual Attendance** |
| [INSERT FIRST AND LAST NAME] | [INSERT EMAIL ADDRESS] | [INSERT ANTICIPATED TIME] | [INSERT ANTICIPATED LENGTH] | [SELECT OPTION] |
| [INSERT FIRST AND LAST NAME] | [INSERT EMAIL ADDRESS] | [INSERT ANTICIPATED TIME] | [INSERT ANTICIPATED LENGTH] | [SELECT OPTION] |
| [INSERT FIRST AND LAST NAME] | [INSERT EMAIL ADDRESS] | [INSERT ANTICIPATED TIME] | [INSERT ANTICIPATED LENGTH] | [SELECT OPTION] |
| [INSERT FIRST AND LAST NAME] | [INSERT EMAIL ADDRESS] | [INSERT ANTICIPATED TIME] | [INSERT ANTICIPATED LENGTH] | [SELECT OPTION] |