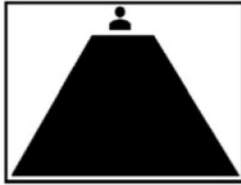
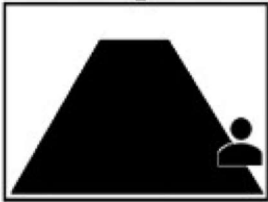



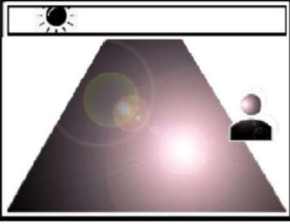
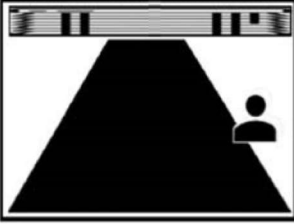
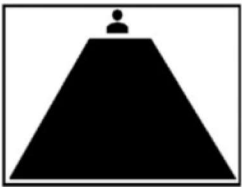





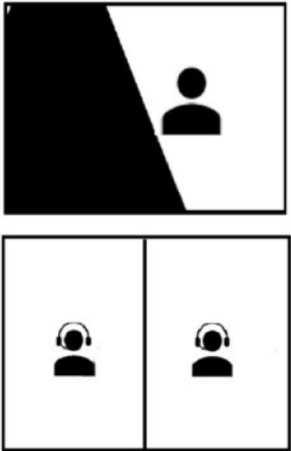


Audio and Video (Boardrooms)

| Common Issue(s) | Poor | Better |
|--|--|---|
| <p>Boardrooms tend to have “fixed” cameras which cannot focus on any one individual.</p> <p>There is a tendency for individuals to sit at the opposite end of the table. This does not provide an adequate visual experience for others participating in the online hearing.</p> <p>Remedial options include:</p> <ul style="list-style-type: none"> • Sit as close to the camera as possible <p>OR</p> <ul style="list-style-type: none"> • Move to a location so you can connect via laptop (with headset if necessary) |  | <div style="text-align: center;">  </div> <div style="text-align: center; margin-top: 20px;">  </div> |

| Common Issue(s) | Poor | Better |
|--|--|--|
| <p>Other boardrooms may have an “adjustable cameras lens” that can pan/tilt/zoom.</p> <p>Remedial options include:</p> <ul style="list-style-type: none"> • Sit as close to the camera as possible <p>Note: When there are observers in the room (not intending to speak) OR additional counsel who are intending to speak, have the cameras focus on one single area and when / if others need to speak, simply change seats.</p> |  |  |
| <p>Large rooms typically come with large windows. Close as many blinds that you have behind you so that your picture is not washed out.</p> |  |  |
| <p>Boardrooms tend to have a single fixed microphone on top of a large monitor / TV. The volume heard by other participants is not crisp but rather faded and low. Ideally, the microphone is able to be freely moved and can be positioned in front of the speaker.</p> <p>Remedial options include:</p> <ul style="list-style-type: none"> • Sit as close to the microphone as possible and ask the clerk if the audio is acceptable. <p>OR</p> <ul style="list-style-type: none"> • Move to a location so you can connect via laptop (with headset if necessary) |  |   |

| Common Issue(s) | Poor | Better |
|---|--|---|
| <p>Know the location of your “mute” button in your boardroom. Often the controls are located by the camera (at the other end of the table). Sit as close to any volume controls as possible.</p> |  |  |

| | | |
|---|--|--|
| <p>Counsel connecting (individually) to a hearing from within the same boardroom creates audio feedback havoc and can cause delays in court commencing. Never have more than a single connection per room (regardless of its size). Remedial options include:</p> <ul style="list-style-type: none"> • Have the cameras focus on one single area and when / if others need to speak, swap seats. <p>OR</p> <ul style="list-style-type: none"> • Individually go to separate rooms and connect. |  |  |
|---|--|--|