
**ATTACHMENT A
REQUIREMENTS AND INFORMATION
ON USING ZOOM TO ATTEND HEARING**

1. Due to efficiency considerations and the convenience of the parties, the hearing on the Order of Summary Suspension and Complaint and Notice of Hearing (Complaint letter) against you will be held by video-conference on the date and time stated in the Complaint letter. The video-conference hearing will be held using the web-hosted platform, Zoom.

2. To join the hearing, approximately five to ten minutes before the time of the hearing, enter this link in your internet browser: <https://us06web.zoom.us/j/87113670109?pwd=OHdXeGd5a2hZdU1lWGhFTEg4aWF4UT09>. Then follow the instructions to join the video-conference. Screen shots with additional information to aid you in participating in the hearing by video-conference are included below.

3. Using a computer or tablet to join the hearing will make it easier for you to see documents that are displayed on the video-conference screen during the hearing, but you may also join using your smartphone. Some smartphones and tablets may require you to download the Zoom application, so plan to join the hearing early enough to allow for that. Additional information about the Zoom platform and tips on how to use the Zoom platform are available at: <https://zoom.us>.

4. If you are unable to join the hearing by video-conference using a smartphone, tablet, or computer, you must inform the Administrative Law Judge (ALJ) presiding over the hearing by calling into the hearing using this phone number and access code: **Dial +1 (669) 900-6833**. When prompted, enter this access/meeting ID code: **871 1367 0109**. The Passcode is **239518**.

5. If you do not call into the hearing, or appear by video-conference, the hearing will proceed without you, and a decision against your interests may be issued.

Additional Information on Joining the Hearing by Video-Conference

6. Once you have entered the above link into your internet browser, you will be taken to a screen where you may join the hearing. Your internet browser should prompt you to “Open Zoom Meetings.” Select that option. If the browser prompt does not appear, you may click “Launch Meeting” as shown in the image below.



7. The Zoom program will then open on your computer.¹ A video preview window will open automatically. You should click “Join with Video.” If you are prompted to allow the session to access your computers’ microphone and camera, you should allow access and should click “Join With Computer Audio”.² You will be able to modify your settings during the session

¹ If the participant has never used Zoom before, a download in the browser may start and participant will need to click the Zoom icon in the bottom of the browser to open the program.

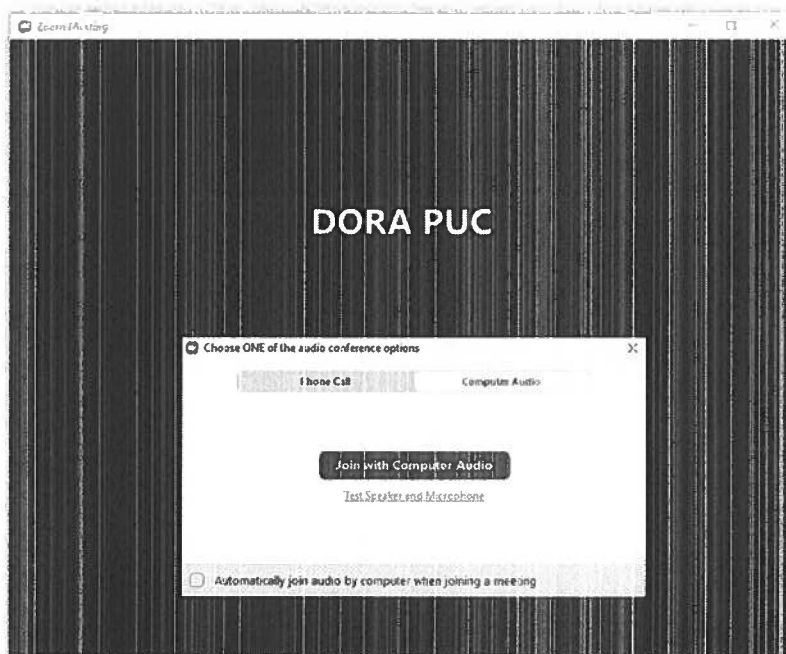
² Participants can also click the link for “Test Speaker and Microphone” to ensure their audio is properly connected.

should you need to mute your microphone or turn off your camera. These steps are shown in the images below.

Step 1:



Step 2:



8. When prompted by Zoom, enter your full name and your company's name (if any) so that you may be easily identified during the hearing.

9. You may control the audio volume using your device's audio controls. If you do not want your image displayed during the hearing, you may select the camera icon labeled "Stop Video" at the bottom left of the Zoom window at any point. A slash will appear over the camera icon, indicating that the camera has been turned off. Likewise, to mute or turn off the microphone, select the microphone icon at the bottom left of the Zoom window and visually confirm that there is a slash over the microphone icon. Illustratively, the below image shows the microphone turned on and the camera turned off.



10. A full and complete record and all testimony will be stenographically or electronically recorded. To ensure that everyone can be heard and a full and complete record of the hearing may be made, you should plan to be in a location with minimum or no background noise while participating in the hearing. You will also be asked to mute your microphone during

the hearing until called upon by the ALJ. To further minimize audio feedback, you are encouraged to participate using headphones.

11. A Zoom hearing may or may not have a functional chat feature active during a particular hearing. Any information provided in the chat will not be part of the record of the proceeding. In addition, the ALJ and Commission Staff who administer the hearings do not actively monitor Zoom's chat function and thus may not be aware of, or respond to, any information provided in chat.

12. This is not intended to provide full and complete instructions on how to use Zoom to participate in a hearing.³ You are responsible for familiarizing yourself with Zoom and for ensuring that you are able to use it for the hearing. All are strongly encouraged to participate in a test meeting prior to the scheduled hearing. See <https://zoom.us/test>.⁴

³ These instructions are not directed at using a tablet or smartphone to participate in a Zoom video conference. Using a smartphone or tablet may limit a participant's ability to view hearing exhibits during the hearing due to screen size. As such, participation by computer is encouraged. Participants who choose to use a smartphone or tablet are responsible for ensuring they are able to fully participate in the hearing.

⁴ These links are provided for the parties' convenience; the Commission does not warrant that the information contained in these links is accurate or that it provides all the information participants may need to use Zoom.