

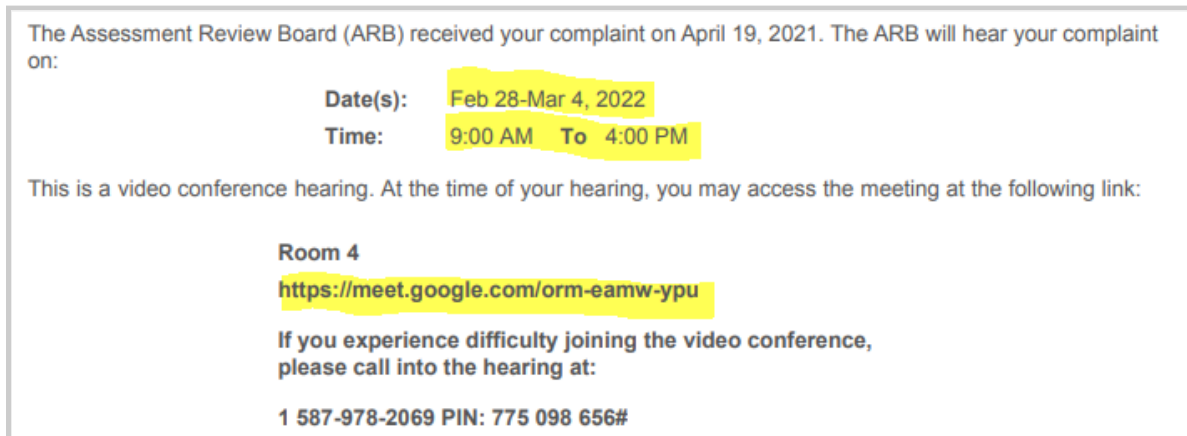


The Assessment Review Board (Board) uses **Google Meet** as the platform to conduct video conference hearings.

### Notice of Hearing

Check your **Notice of Hearing** for the link to join the video conference.

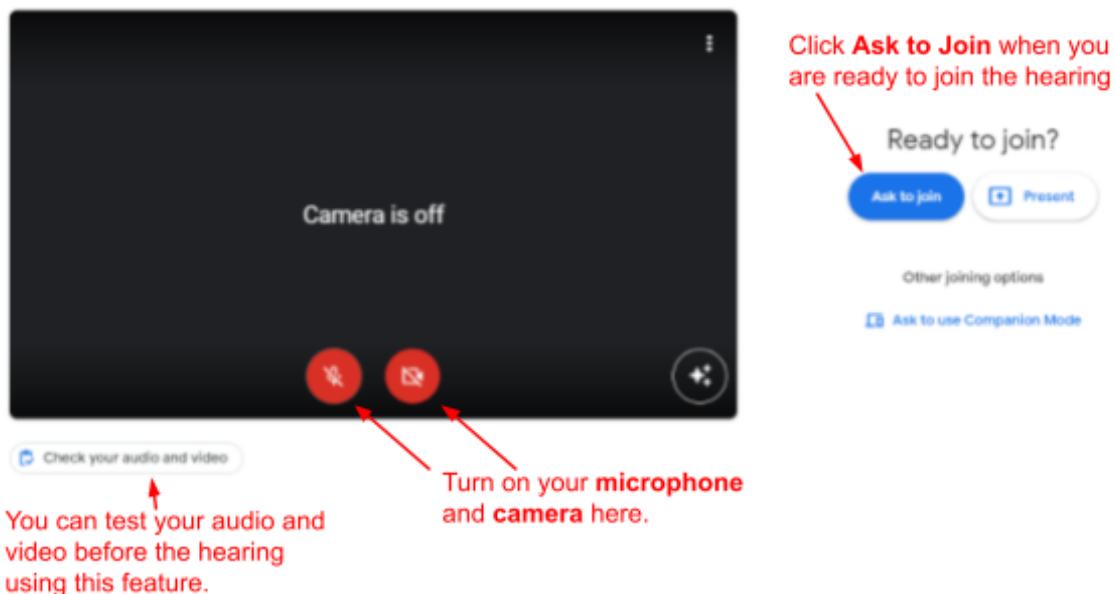
**Do not join the hearing until the time and date indicated on the Notice.**



### Google Meet

Click on the link in your Notice of Hearing and you will be directed to the **Google Meet**.

Turn on your camera and microphone and **Ask to Join**.



## Joining by Phone

If you experience any difficulties joining the video conference, please call in using the telephone number on the Notice of Hearing.

In the event you are unable to join the hearing by video or phone, contact the Board office at [assessment.reviewboard@edmonton.ca](mailto:assessment.reviewboard@edmonton.ca) or 780-496-5026

## Tips for Participating

- ❖ A Google account is not required to join a meeting.
- ❖ To minimize background noise and feedback, mute your microphone if you are not speaking.
- ❖ Turn off other electronic devices during the hearing.
- ❖ Google Chrome is the recommended web browser for Google Meet.
- ❖ If you are disconnected, re-join the meeting. The Chair will pause the hearing until everyone is present.
- ❖ If you are experiencing technical difficulties with video, join by telephone to advise the Board that you are experiencing technical difficulties.
- ❖ If participants repeatedly experience audio or video difficulties during the hearing, the Chair will direct how the hearing is to proceed.