

Public Attendance at Virtual Hearings

Law Society of Alberta hearings are held virtually using Zoom. Hearings are open to the public unless all or a portion of the hearing is ordered by the Panel to be held privately. Members of the public are asked to conduct themselves as they would for an in-person hearing.

Ground Rules

- You are prohibited from recording or rebroadcasting the proceedings in any manner (audio, video, photographs, screen captures, etc.).
- Keep your video and audio off during the proceedings. You are a public observer only and not a participant in the hearing.
- The Zoom link you receive is intended only for your use and must not be forwarded or shared with anyone else.
- Failure to comply with the ground rules will result in removal from the hearing.

Joining the Zoom hearing

- Prior to the hearing, the Coordinator will email you the Zoom link to join the hearing.
- Click on the Zoom link in the email and then click on **Join a Meeting** and enter the meeting ID number (if necessary), and your name.
- Ensure your audio and video are turned **off**.
- When you sign into the hearing, you will be in a virtual waiting room until Tribunal Office staff admits you to the hearing. If you join after the scheduled start time, you may need to wait in the virtual waiting room until Tribunal Office staff can admit you.
- Tribunal Office staff will rename you to **Public** prior to admitting you to the hearing room. Please do not rename yourself during the hearing.
- If the Panel orders that a hearing or part of a hearing is to be held in private, members of the public in attendance will be placed in the virtual waiting room until the public hearing resumes.

Technical difficulties

- If you are having difficulty connecting to the hearing or once connected you are having audio or video issues, try rebooting your computer. For information on configuring your audio or video, click on the following [link](#).
- If bandwidth is an issue, try limiting the use of other applications during the hearing and sitting closer to the modem or router.
- As you are a public observer to the hearing, we will not be able to stop the hearing while you try to rejoin. When you are able to rejoin, you will be in the virtual waiting room until Tribunal Office staff can re-admit you.

Tribunal Office contact

You can contact the Coordinator at tribunal.office@lawsociety.ab.ca with any questions.