



NATIONAL ACADEMY OF ARBITRATORS
VIDEOCONFERENCING TASK FORCE

SUGGESTED EQUIPMENT/SERVICES FOR MAJOR PARTICIPANTS

- A computer (desktop, laptop, or tablet) with a camera, speaker, and microphone is the equipment minimally necessary to participate in a videoconference. Consider ensuring access to a backup computer in case of technical difficulties.

PRACTICE TIP: Avoid participation by mobile phone for video purposes. It is practically impossible to view documents or screen-share via phone while trying to testify.

- A large display or multiple displays will improve your experience, so that you can view the video feed and documents at the same time.
 - A dedicated high-quality noise-canceling headset is recommended, particularly if participating in an area with background noise.
 - If using bluetooth headset, be sure you have a wired backup in case you lose power or have technical difficulty.
 - If using speakerphone, “full duplex” technology allows multiple speakers to be heard at the same time without audio clipping.
- Consider use of a virtual background to reduce distractions and/or maintain privacy.

PRACTICE TIP: If using a virtual background, consider a green screen to improve the appearance and be sure to choose an appropriate background.

- Internet Connection: Wired connections are preferred as they are more reliable.

PRACTICE TIP: Many connectivity issues can be solved by minimizing the number of applications running on your computer, and by minimizing the number of devices using the internet service.

PRACTICE TIP: If using a wireless connection (wifi) that is weak where your device is, consider using a range extender or wifi booster to strengthen the signal at your location.

- Videoconferencing platform, e.g., Zoom.