



NATIONAL ACADEMY OF ARBITRATORS
VIDEOCONFERENCING TASK FORCE

VIDEOHEARING SAMPLE WITNESS INSTRUCTIONS

Once your testimony begins, you will be asked questions and expected to answer truthfully to the best of your knowledge and memory, without help, input, or coaching from anyone or anything, including your own notes.

-Do you agree?

It is preferred that you are alone in the room and undisturbed.

-Please confirm you are alone in the room or identify anyone with you.

If someone enters the room, or you anticipate any interruptions, please let us know of that.

-Do you agree?

Please silence and put aside all other electronic devices and close any open programs other than this one, including text message, browsers, or email applications. If you are disconnected for any reason, obviously it is proper for you to contact your advocate or the Arbitrator by any available means.

-Please confirm you have done so.

Please put aside any documents you may have related to this case and do not consult them unless and until you are instructed to do so.

-Do you agree?

The parties have agreed that the hearing is not to be recorded in whole or in part by any witness or observer.

- Please confirm that you are not recording and will not record these proceedings.

Before answering a question, please pause a moment to ensure the question is complete and to allow for any objections and related rulings. If you don't understand the question, feel free to ask for it to be repeated or rephrased. If there is an objection, please allow time for it to be resolved. You may be moved to the waiting room, or held

out of the meeting temporarily, if counsel need to argue the objection.

-Do you understand and agree?

As in any hearing, if your voice is too low or you speak too fast, you may be asked to speak up or slow down so that everyone can hear and understand you. Please avoid talking over someone else, because in that situation neither person can be heard.

-Do you agree?

If, for some reason, you are disconnected before your testimony is complete, please sign back in to rejoin the meeting or contact your advocate as quickly as possible.

-Do you agree?

Do you have any questions of your own?

Administer Oath: I swear or affirm that I will abide by the instructions just received and that the testimony I am about to give is the truth, the whole truth, and nothing but the truth.