



NATIONAL ACADEMY OF ARBITRATORS
 VIDEOCONFERENCING TASK FORCE

Case: _____

Employer Counsel # _____ Meeting ID: _____

Union Counsel# _____ Password: _____

Meeting Telephone # _____ Date: _____

TASK		NOTES
PRE-HEARING		
<input type="checkbox"/>	VC INSTRUCTION SENT TO PARTIES	
<input type="checkbox"/>	VC MEETING SET UP	
<input type="checkbox"/>	INVITATION SHARED	
<input type="checkbox"/>	JOINT EXHIBITS/STIPULATIONS RECEIVED	
<input type="checkbox"/>	PARTY EXHIBITS RECEIVED	
<input type="checkbox"/>	COMPLETE EXHIBIT SHEETS	
<input type="checkbox"/>	APPEARANCE SHEETS	
<input type="checkbox"/>	CHECK MEETING SETTINGS	
<input type="checkbox"/>	IDENTIFICATION OF PARTICIPANTS	
<input type="checkbox"/>	BREAKOUT ROOMS SETUP	
<input type="checkbox"/>	OPEN ALL EXHIBITS AND NOTE DOCUMENT	
HEARING		
<input type="checkbox"/>	MUTE UNLESS TALKING	
<input type="checkbox"/>	IF DISCONNECTED—CALL BACK	
<input type="checkbox"/>	HEARING IS BEING RECORDED	
<input type="checkbox"/>	“RAISE” HAND IF NEED TO BE HEARD	
<input type="checkbox"/>	WAIT FOR OTHERS TO FINISH BEFORE SPEAKING	
<input type="checkbox"/>	BE PATIENT!!	
<input type="checkbox"/>	EXPLAIN HOW WE WILL PROCEED	
<input type="checkbox"/>	DISCUSS ISSUE/EXHIBITS	