

HEARING PROCEDURES

1) **Location**. The hearings will be held in the main hearing room in the ITC Building, 500 E Street SW, Washington, DC. The ITC Building is located one block east of the L'Enfant Plaza subway station, on Metro's blue, orange, green, and yellow lines. The Department of Transportation exit from the L'Enfant Plaza station is the exit closest to the ITC Building

2) **Facilities for Testifying**. Persons testifying may speak either standing behind a podium or seated at tables. The podium and tables are adjacent to each other and are located toward the front of the Hearing Room. The speaker stands or sits facing the Commissioners, who are seated at an elevated bench in the front of the Hearing Room.

There is ample space for witnesses to sit at the tables. There are several microphones at the tables. There is a microphone at the podium.

If you intend to use easels, audio visual, and similar equipment in the course of your hearing presentation, please advise us as soon as possible of your intent to use such equipment.

3) **Hours, Seating Arrangements, and other Miscellaneous Matters**. Hearings begin at 9:30 a.m., break for lunch at a time determined by the presiding official, and end when all witnesses have had the opportunity to present their testimony and respond to Commissioner questions. The Commissioners may choose to continue into the evening in order to complete a hearing.

Seats are reserved in the Hearing Room for ITC staff, the media, and Congressional representatives. Witness table use is as directed by the Secretary. All other seats are available on a first-come-first-serve basis.

Ring tones on cellular telephones, pagers, and other electronic devices must be turned off before entering the Hearing Room.

Food and drinks are not permitted in the Hearing Room. On occasion the Secretary will waive this restriction. Please check with her.

4) **Swearing In**. Witnesses are to come to the Secretary's desk upon arrival to be sworn. All persons, including attorneys and public officials, are sworn in by the Secretary before testifying. It is requested that witnesses arrive at least 15 minutes prior to the start of the hearing.

5) **Addressing a Commissioner**. There are no requirements concerning how to address a Commissioner. The most common practice is to address a Commissioner as "Commissioner Smith," or "Madam Vice-Chairman" or "Mr. Chairman", as appropriate.

6) **Time Limits on Presentations**. The ITC sets time limits on hearing presentations. A system of green, yellow, and red lights is used to inform witnesses of the time limits. One minute before the allotted time has elapsed the witness is given the yellow light. The red light is turned on at the end of the allotted time. It is up to the presiding official to interrupt the presentation.

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7) **Time for Rebuttal and Closing Statements.** Witnesses will be grouped into panels (complainant, respondent, intervenors, the Commission investigative attorney, Government agencies, public-interest groups, and interested members of the public). Parties to the investigation (complainant, respondent, intervenors, and the Commission investigative attorney) will be provided the opportunity to present rebuttal or closing arguments. Witnesses on these panels will be permitted to reserve some of their allotted time for such statements.

8) **Questioning Witnesses.** It is a common practice for Commissioners and staff members to question any person testifying at a hearing. The questioning is for the purpose of eliciting additional information or clarifying information already presented. Commissioners generally ask numerous questions, and often half or more of the time of the hearing is spent in the asking and answering of such questions.

The presiding official uses an order of questioning and allows each Commissioner as many rounds of questioning as desired. Each Commissioner is given a yellow light at 9 minutes and a red light at 10 minutes.

Commissioners have available to them staff-prepared background material, as well as the submissions of the witnesses, and thus are familiar with the subject matter and issues at the onset of the hearing.

You may be asked to file, subsequent to the hearing, additional statements or materials responsive to questions and requests of the Commission. The presiding official will indicate the deadline for responding to requests and page limitations, if any.

9) **Testimony.** Witnesses are encouraged to bring 75 copies of their written testimony to the hearing and give it to the Secretary. The Secretary assures distribution of the testimony to the Commissioners and staff and places copies on the public tables. Testimony is posted to the ITC website if brought to the hearing.

10) **Confidential Business Information.** Any submissions that contain confidential business information must also conform with the requirements of section 201.6 of the *Commission's Rules of Practice and Procedure* (19 C.F.R. 201.6). Section 201.6 of the rules requires that the cover of the document and the individual pages be clearly marked as to whether they are the "confidential" or "nonconfidential" version, and that the confidential business information be clearly identified by means of brackets. .

11) **Audio-Video Recording and Photographs.** Recording is prohibited except by *bona fide* news organizations. Interested news organizations should contact the Public Affairs Officer (202.205.1819) regarding covering any hearing. The ITC does permit photographs to be taken; however certain restrictions apply. If you plan to take photographs, please contact either the Public Affairs Officer or the Secretary prior to the start of the hearing.

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12) **Transcripts**. A verbatim transcript of all ITC hearings is made by a reporting firm under contract to the ITC. Persons who wish to obtain copies of transcripts should contact the reporting company before the hearing. Order forms are available from the reporter, the public distribution table at the rear of the room, and outside the Secretary's office. Completed forms can be given to the reporter.

The reporting company charges a fee for copies of transcripts. Any purchase of transcripts is a transaction between the purchaser and the reporting firm. Copies of the public transcripts are available for inspection at the ITC Building.

13) **Transcript corrections**. A verbatim transcript is made for all hearings. When submitting proposed revisions to a transcript, please remember that no substantive revisions will be permitted. Revisions to the transcript are at the discretion of the Secretary.