

A few things to keep in mind during the proceeding:

1. Individuals providing direct testimony or answering questions must be sworn-in prior to doing so.
2. Only those individuals providing direct testimony or answering questions should utilize the webcam and microphone features; others should turn off their webcam and set their microphones to “mute.” This will allow the Commissioners to afford undivided attention to the presenters. The host will have the ability to turn off those features for others. Speakers providing testimony or answering questions will be invited to activate their webcam and microphone. Those using the telephone connection must have their phones on “mute” to avoid background interference.
3. Testimony/Presentations Slides: Please file courtesy copies of the witness testimony and presentation slides you intend to provide at the hearing. **Title VII Hearings**: Written copies of this testimony and any presentation slides must be filed by 12 noon on the day prior to the hearing and served on all parties on the public service list. **Factfinding Hearings**: Written copies of this testimony and any presentation slides must be filed in accordance with the instructions on the Commission’s website. Note that this is not intended to replace oral testimony, but rather to help ensure that Commissioners, Commission staff, and fellow parties are able to follow along in the event we encounter any technical difficulties. Please email any presentation slides to commissionhearings@usitc.gov in their original format.
4. If you would like to respond to a Commissioner question while others are speaking, please activate your webcam and microphone and raise your hand or otherwise indicate to the Commissioner that you would like to respond.
5. For best sound quality (especially while speaking), we recommend using headphones with a microphone; please disable computer audio when using headphones. Please make sure your computer speakers are set to “computer audio” during the GoToMeeting.
6. Please be sure to be in as quiet a place as possible to eliminate background disruption. It is recommended that individuals be in a separate space, i.e., not sharing office space, as it tends to create feedback.
7. If a panel has multiple industry witnesses and Commissioners ask questions that are not directed at specific individuals, we encourage counsel to help coordinate answers by suggesting certain witnesses who may have the best knowledge to respond to the specific question.
8. The court reporter will be capturing a transcript so please speak as clearly as possible and identify yourself before you speak.
9. All presentations will be timed separately by the Secretary. A timeclock will appear on screen and will emit a beep when there is one minute remaining during your time allocation. It will emit another beep when your time has expired. I urge you to time yourself as well. We are happy to provide time checks upon request.
10. Title VII Hearings: You may reserve any portion of your direct testimony time allocation to transfer to closing arguments/rebuttal.
11. You will have better luck if you download the app to connect to Go To Meeting. Please allow plenty of time to do so. **Everyone attending should please be sure to enter your name and affiliation** (witnesses as well as those just watching), and follow other instructions., i.e., William Bishop, USITC.
12. Remember that everyone can see you when your webcam is activated.
13. **No BPI/CBI should be shared during this public proceeding!** If a Commissioner question would elicit a response containing BPI/CBI, please indicate to and furnish a full response in your posthearing brief.