



Considerations for Virtual Hearings Using WebEx

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Pre-hearing considerations

- Katie Izzo,
- Rule Coordinator for Clean Cars MN rulemaking



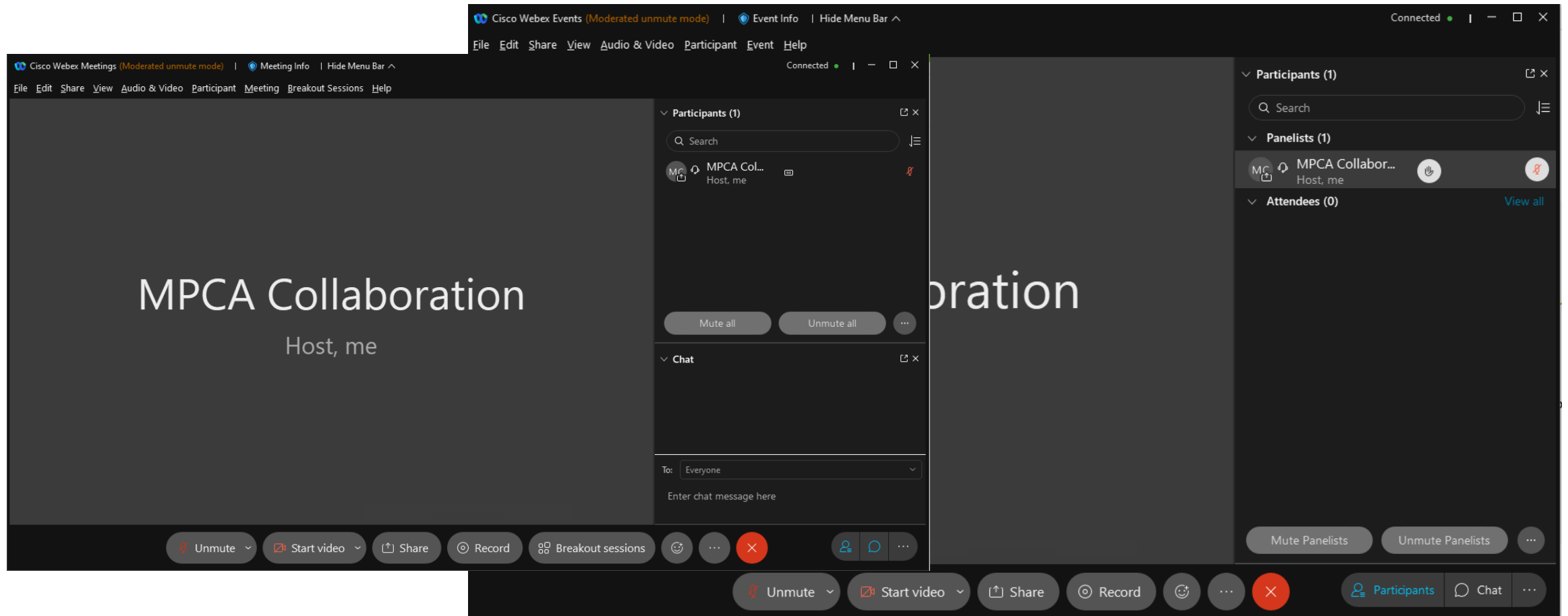
Pre-hearing considerations, cont.

- **Verify with the ALJ/OAH whether the standard Webex call-in number will suffice**
- **Include in your Notice that the lineup of speakers at the hearing will be set first-come first-served *at the hearing***
- **Ask your ALJ about time restrictions per speaker**
- **Post-hearing comment periods**

Assemble a dream team

- How many people do you need?
 - Host
 - Co-hosts
 - Controller
 - Phone requests/technical issues

WebEx Meetings vs Events



Attendee and participant privileges

Meeting options

Select options that you want attendees to have when meeting begins:

- Chat
- Video
- Notes
- Allow all participants to take notes
- Single note taker
- Enable closed captions
- File transfer
- Enable UCF rich media

Attendee privileges

Select privileges that you want attendees to have when meeting begins:

- Share content
- Save
- Print
- Annotate
- View participant list
- View thumbnails
- Control application, web browser or desktop remotely
- View any document
- View any page
- Contact operator privately

Participate in private chat with:

- Host
- Presenter
- Other participants

Cancel OK

Event options

Select options that you want participants to have when the event begins:

- Chat
- Video
- Notes
- Allow all participants to take notes
- Single note taker
- Enable closed captions
- File transfer
- Enable UCF rich media

Participants privileges

Communicate

Allow panelists to chat with:

- Host
- Presenter
- Panelists
- Everyone

Allow attendees to chat with:

- Panelists
- Everyone

Allow attendees to contact operator privately

Check all | Uncheck all | Reset to default

OK Apply Cancel

It's showtime

- Teams chat
- Reminders in WebEx chat
- Managing phone callers
- Breaks

Thank you!

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