



## Attending a hearing

The IFoA's disciplinary process is enforced in the public interest and observers are welcome to attend public hearings. A limited number of observer places are available for this purpose. Please follow the process described below if you wish to register to attend.

### Important information and do's and don'ts for Observers

- We have capacity limits for online hearings as well as those in person. Registration to observe a hearing does not guarantee attendance.
- Hearings can be subject to sudden cancellation or postponement.
- Some or all of the hearing may require to be held in private. If a hearing you attend goes into private session, you will be asked to leave until it resumes in public session.
- It is not unusual for there to be extended waiting periods. This can occur prior to or during the hearing. If this occurs observers should remain in the virtual waiting room until they can be admitted into public session by the moderator.
- We ask all attendees to respect the formality of proceedings. You are not permitted to distract the panellists or others present at the hearings in any way or take any active part in proceedings.
- In online hearings, observers must keep their cameras turned off and microphones muted at all times in order to minimise disruption to the Tribunal. This is a requirement for your continued presence at an online hearing.
- You are not permitted to record, live screen, photograph, or screenshot any part of the hearing.
- A failure to follow the Tribunal's instructions and/or the provisions in this document, could result in your exclusion or removal from the hearing.

## Attending online hearings

### What to expect

- Please register by contacting [clerk@actuaries.org.uk](mailto:clerk@actuaries.org.uk)

- Media related enquiries must be directed to [sonia.sequeira@actuaries.org.uk](mailto:sonia.sequeira@actuaries.org.uk)
- We have capacity limits for online hearings as well as those in person. Registration to observe a hearing does not guarantee attendance.
- In advance of the on-line hearing registered observers will be sent an electronic diary invite with joining details.
- You must not share the meeting access details to the hearing with anyone. The reason for this is to ensure that we are able to manage and administer proceedings appropriately.
- If you experience technical difficulties on the day of the hearing please email [clerk@actuaries.org.uk](mailto:clerk@actuaries.org.uk) . This inbox will be monitored throughout the event.

### **Joining and during the event**

- Public observers are encouraged to join 5 minutes before the start of the on-line hearing and wait in the virtual waiting room until admitted.
- When joining remotely, there is the option to add your name as you wish it to be seen. Please enter “Observer” followed by the reference number issued to you on registration. Please do not enter your full name. This request is for the benefit of formal participants being able to easily identify each other and to enable proceedings to be managed and administered appropriately. If your Observer reference number is not identifiable, the moderator will not be able to admit you into the hearing.
- If you join the virtual waiting room after the designated start time, and the hearing has commenced, the moderator will only be able to admit you at the next break in proceedings.
- If you are joining on your laptop/iPad you have the option to choose “gallery view” this will allow you to see a number of participants at one time, not just the person speaking. Please note as observers will have their cameras and microphones muted, they should not be visible on screen.
- There may be instances where the hearing will need to go into private session. This means that observers will be asked to dial out of the meeting for the period that the hearing is in private session. The meeting will be locked during private session, however the Chair will provide a timeframe for when observers can expect to be able to dial back into public session.

### **Live text-based communication**

- Observers wishing to use live text-based communication (such as Tweeting) must register in the usual way.
- Participation is limited to observing public proceedings and *all* of the provisions in this document apply.

- Consistent with this, Observers wishing to use live text-based communication are reminded that:
  - we have capacity limits for online hearings as well as those in person. Registration to observe a hearing does not guarantee attendance.
  - recording, live screening, photographing, or taking a screenshot of any part of the hearing is not permitted.
- Any reporting must be accurate and not misleading.
- The Tribunal has an overriding responsibility to ensure that proceedings are conducted fairly and consistently with the proper administration of justice, and to avoid any improper interference with its processes. Permission to use live, text-based communications may be withdrawn by the Tribunal at any time.