



# SDHA

# Saskatchewan Dental Hygienists' Association

## Rules for Observing a Virtual Hearing

*Observers are required to position themselves in a quiet, private space with minimal background movement. Observers may be asked to leave the meeting if their virtual presence is causing distraction.*

1. Observers must register with the Saskatchewan Dental Hygienists' Association (SDHA) prior to the hearing.
2. Observers must ensure they have, and know how to use, the required video conferencing platform for any virtual hearing. Technical troubleshooting will not be provided to Observers at the hearing.
3. Observers must connect to the video conferencing platform 10-15 minutes prior to the posted hearing start time.
4. Observers must display their first and last names with "Observer" on their screen name.
5. Observers will be placed into the virtual waiting room until the tribunal is ready to start the hearing.
6. Observers at virtual hearings may be placed into the waiting room for the duration of every recess, for any portion of a hearing held in private, and when the tribunal deliberates.
7. Observers' microphones and cameras will be disabled on the video conferencing platform for the duration of the virtual hearing.
8. Observers must not use audio or video recording devices of any kind, including, but not limited to, cameras, cell phones, and screen recording software to capture any portion of a hearing.
9. Observers are not permitted to address the members of the hearing tribunal (in or out of session) and must remain quiet during the proceedings.
10. Observers arriving after a hearing has started will remain in the waiting room and not allowed entry into the hearing room until the end of the next recess.
11. If an observer needs to leave the virtual hearing room for any reason while the hearing is in session, they will not be permitted to return to the hearing room until the end of the next recess.
12. Only the registered Observer will be provided and allowed to connect through the video conferencing link for virtual hearings. Any additional members of the public that would like to attend the hearing must submit their request to [admin@sdha.ca](mailto:admin@sdha.ca) in advance of the hearing to obtain their own video conferencing link.
13. Observers are requested to monitor any messages that may be broadcast to the waiting room advising of any delay in resuming or other pertinent information regarding the hearing.