



CENTRO DE ARBITRAGEM E MEDIAÇÃO

Ref.: Administrative Resolution 40/2020, of April 2, 2020.

Guidelines for holding meetings and hearings online, as per item 4 of AR 40/2020.

For the purpose of preserving the health of all participants of the arbitral proceedings, CAM-CCBC recommends hearings to be held in the Microsoft Teams platform.

Microsoft Teams is a sound and video communication platform capable of bringing several people simultaneously in a virtual meeting. For the use of this platform a computer with a camera and microphone with internet access is all that is required. Microsoft Teams is the official tool approved by the CAM-CCBC IT Team for conducting hearings via videoconference and is secure, multiplatform (which can be accessed by different devices) and easily accessible.

In order to allow the use of the platform, the Secretariat will send an invitation by email to all participants through which it will be possible to access the meeting with sound and/or video. During the meeting, documents and presentations can also be projected through screen sharing.

The hearing will be followed by the Case Manager from beginning to end, in order to ensure that any eventual problem can be rapidly solved.

In the same way, the transcription service can be performed in real time or subsequently, as requested by the Arbitral Tribunal.

Below are the technical specifications and tips for the hearings to be carried out in order to minimize possible hurdles:

- Internet speed: 1 Mbps / 2 Mbps - High-definition group video calls (540p videos on the 1080p screen);
- Connection test: perform a test to find out if your Download and Upload speed corresponds to the minimum requirements for video conferences (suggested link: <https://www.speedtest.net/en>);
- Use preferably a wired network;
- Schedule a simulation test in advance with the participants;
- Use the headset if you are a single user; and
- Technical support during a conference.

The CAM-CCBC Secretariat remains available in case of any queries or if any clarifications are necessary.