

**Ref.: Administrative Resolution N. 39/2020 of 16 March, 2020.**

**Recommendations for the conduction of remote hearings**, according to item 2 of AR 39/2020.

In order to preserve the health of all participants in arbitration proceedings, the CAM-CCBC recommends that remote hearings shall be conducted using the Microsoft Teams platform.

It is a sound and video communication platform with the ability to bring together virtually several people at the same meeting, just by using a computer with camera and microphone, with internet access. It is also the official tool, approved by the IT Department of CAM-CCBC for conducting hearings via video conference, being secure, multiplatform (can be accessed from different devices) and easily accessible.

To make the solution feasible, the Secretariat must send an invitation via e-mail to all participants through which access to the meeting shall be granted via sound and/or video. During the meeting it is also possible to easily project documents and presentations via screen sharing.

We emphasize that the Case Manager responsible for the proceeding shall monitor the hearing from the beginning to the end, ensuring the smooth running of the works.

In the same way, the stenography service can be provided in real time or transcription, at Arbitral Tribunal discretion.

What follows are some technical specifications and suggestions so that meetings are conducted in a way that minimizes any possible difficulties:

- Internet speed: 1 Mbps/2 Mbps – High-definition group video calls (540p video on a 1080p screen);
- Connection test: perform a test to figure out whether the download and upload speeds will meet the necessary demands for video-based meetings (suggested link: <https://speedtest.net/pt>);
- Preferably use cable-based connections;
- Simulate conferences in advance with Participants;
- Use headphones in cases of one user per device; and
- Seek technical support during the call.

The Secretariat of CAM-CCBC remains at your disposal for further clarifications.