

## UTAH COURT OF APPEALS ORAL ARGUMENT

### Webex Etiquette

#### **Before argument:**

**Sound and video.** Test your microphone and video before entering a meeting. If you are hearing any feedback, turn your microphone volume down to 50%.

**Positioning.** Position your face in the middle of your screen so that everyone can clearly see you. If you are using a laptop, place it on a stable surface so the screen does not shake.

**Lighting.** Ensure your screen is facing away from a window or anything that could be distracting. Without proper lighting, you may be ghosted out or too dark to see.

**Timing.** Be sure to log into the Webex videoconference at least 10 minutes before your scheduled start time. This will allow you enough time to test your video and microphone before joining the oral argument.

**Login on only one device.** If you attempt to login on more than one device, you will cause perpetual feedback to both you and the other participants.

**Test your internet speed.** Check <https://www.speedtest.net/> to determine internet speed.

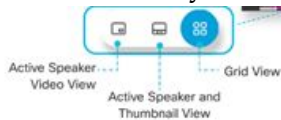
**Limit outside distractions.** Turn your cell phone and other devices to silent. Turn off notifications on your web browser. We recommend you disconnect your VPN during the argument because it can cause issues.

## During argument:

**Mute your screen.** Ensure your mute button is highlighted (red) unless you are speaking. It will look like this when you are on mute:



**Change your view.** By hovering over your screen in the top right corner, you will see three options for viewing the meeting participants. We recommend you select the “Grid View” so that you can see all five justices at once.



**Video.** If you are not the active presenter, please turn your video off to minimize distractions.

**Live stream/recording.** We are live streaming and recording the audio of these arguments just as we normally do. Just as you do in the courtroom, please state your name when you begin your argument so that it is clear who is speaking.

**Remain seated.** Unlike in-person oral argument at the lectern, please remain seated when you enter your appearance and throughout your argument.

**Watch for raised hands.** When the justices have a question, they will raise their hands to give you time to stop and allow the question without overlap. If you miss the question, please ask the justice to repeat.

**Do not interrupt.** Because there may be a delay, it is more important than ever to wait until the justice has fully asked his/her question before you begin answering. Webex does not allow more than one speaker’s voice to be heard at a time, so your response will not be heard or recorded if you are speaking over someone else.

**Mannerisms/movements.** Try to limit movement as much as possible and be mindful of your mannerisms. Eye rolls, pulling faces, or talking with your hands are minutely visible on the screen and distracting.

**Speak clearly.** Occasionally the software may drag or glitch out. Speak naturally but slowly and pronounce each word.

## Troubleshooting potential issues:

**Lost audio.** If you happen to lose audio, please immediately send a message through the chat feature located at the bottom of your screen. You can also click on the three

dots icon at the bottom of your screen and click on the “Speaker, Microphone, and Camera” option to adjust any settings. While you have this window opened, the other participants in the argument cannot hear you.

**Echoing/feedback.** If you are hearing any feedback or echoing, try immediately muting your screen and then turning the volume down to 50%. If the problem persists, try wearing headphones with a microphone. You may also have feedback issues if your cell phone is close to your computer.

**Spotty connection.** If you are running slowly, hard plug your device into your modem. You can also login using the Webex app on your phone. Your phone internet connection may be faster than your laptop’s connection, because it can pull from both your data plan and wifi.