

How to register to observe a hearing

To attend a hearing, you are required to pre-register with the College, as space is limited. Attendance will be reserved on a first-come, first-served basis. The College is unable to accommodate anyone who is not pre-registered. Email hearings@ABparamedics.com with your full name and contact information as well as the hearing date you're interested in attending. Please also indicate if you have any mobility challenges. Unless otherwise specified, hearings take place at the College office.

Rules for observers at an in-person hearing

- Hearing schedules are subject to change. Hearings are held in-person in Edmonton.
- Observers must arrive 15 minutes before the posted start time of the hearing, register upon arrival, and wear an observer name tag.
- Observers are permitted access to public areas and will have limited access to the hearing room.
- Cameras and recording devices are **not** permitted in the hearing room.
- **All** communication devices including cell phones and portable computers **must be turned off and remain off while inside the hearing room.**
- No external food is allowed in the hearing room.
- Observers are not permitted to address the members of the Hearing Tribunal (in or out of session) and must remain quiet during the proceedings.
- Observers must leave the hearing room for the duration of every recess, for any portion of a hearing held in private, and when the tribunal deliberates. During these times, observers are restricted to public areas of the venue.
- If an observer needs to leave the hearing room for any reason while the hearing is in session, he/she will not be permitted to return to the room until the end of the next recess.
- Observers must leave the venue during the lunch break and during extended recesses.
- During recesses, observers may not discuss the hearing or engage in conversation with participants in the hearing.
- When an observer leaves the hearing with no intention of returning, he/she must sign out and return the observer name tag to the College.

Rules for observers at a video conference hearing

- Hearing schedules are subject to change. Check the College website for current hearing information.
- Observers **must** use video and keep audio muted unless asked a question by the Hearing Tribunal or otherwise instructed (e.g., observers may be requested to turn off video by the Hearing Tribunal).
- Observers are to position themselves in a private location that does not have a lot of background movement and may be asked to leave the hearing if their video presence is causing a distraction to the process.
- Observers are not permitted to use cameras or recording devices during a hearing and must sign an undertaking at least one day prior to the hearing attesting that they will not record the video and/or audio of the hearing.
- Observers are not permitted to address the members of the Hearing Tribunal (in or out of session) and must remain silent during the proceedings.

- During recesses, or for any portion of a hearing held in private, observers will be placed in either a virtual waiting room or an individual breakout room, and only readmitted to the hearing at the time identified for reconvening. Observers are expected to monitor broadcast messages that may be provided to those in the waiting room to be aware of any delays in resuming.

If an observer needs to leave the hearing for any reason while the hearing is in session, he/she will not be permitted to return to the hearing until the end of the next recess.