



BEFORE THE HEARING

Administrative

- Remind parties to submit, before the hearing begins, evidence upon which they intend to rely. *In some exceptional circumstances and especially in time-sensitive proceedings, this may not be possible and the panel can use its discretion in this regard.*
- Collect all evidence and submissions filed by the parties and ensure that they are promptly and fully circulated to the panel and to all parties.*
- Ask parties to identify witnesses.
- Assess logistical needs for the hearing and secure a venue* that:
 - Is large enough to accommodate all participants (parties, representatives, panel members and witnesses)
 - Has the necessary amenities
 - Can support technological needs
 - Is accessible to all parties
- Communicate the location of the hearing, directions & parking options, if applicable.
- Remind parties and panel members of upcoming deadlines.*

Panel

- Prepare by reading all documents submitted in advance.*
- Communicate with other panel members, if required, to confirm responsibilities during the hearing and discuss procedural scenarios.*

* See *Key Tasks of a Case Manager* for more detail on these particular items.

NOTE: This document is provided for information purposes only and is not intended as legal advice.