Human Rights Commission Guidance for Virtual Proceedings

September 2021

The State of Illinois has designated Cisco WebEx Conferencing as the preferred platform for all web-based meetings. WebEx is a free, secure platform that allows users to conduct real-time meetings, webinars and events online. Participants can join via audio or video using a desktop computer or mobile device.

In the following pages, you will find details on how to download and use the software during a virtual status or hearing.

If you experience problems connecting to your status or hearing on the day of the proceeding, please call the Illinois Human Rights Commission's main number, 312-814-6269, for guidance.

About Virtual Hearings/Trials/Motion/Status Calls

To maintain the decorum of the proceedings, please note that while being conducted virtually, these are formal legal proceedings.

All participants will be expected to act respectfully and with the same decorum they would exhibit as part of an in-person status or hearing. Be aware of your behavior: because you are on a video conference, assume people can see what you are doing at all times.

Accessing WebEx:

WebEx can be used through your preferred browser (Microsoft Edge, Google Chrome, etc.) or by installing a small, free program on your computer or mobile device.

To view the details on joining a WebEx via your browser, go to:

https://help.webex.com/nrbgeodb/Join-a-Webex-Meeting#id_135013

Prior to your Status/Hearing Date

1. Configure WebEx prior to the day of any planned proceedings.

2. Confirm the quality of the audio/video on the device you will be using to participate.

On the Day of your Status/Hearing

- Please plan to join the session no less than fifteen (15) minutes before the scheduled start time.

- Join the meeting from a quiet place without distractions or background noise.

- Be careful not to backlight yourself. Side lighting is best.

- Be aware of your appearance and your surroundings. Avoid clutter or distractions in the camera view.

- Adjust camera placement to clearly show your face and minimize background distractions.

- Avoid the temptation to multi-task when participating in an online meeting. It is usually obvious to other participants that you are not fully engaged.

- Avoid distracting behavior like eating or fidgeting.

- Do not take phone calls or chat with others in your office. A good rule of thumb is, if you would not do it during an in person meeting, do not do it in a video conference.

- Do not leave a video conference, even temporarily without permission of the presiding officer (Judge).

- **Look into the camera:** when you are talking, look into the camera instead of looking at yourself talking on the computer screen. It will help others feel as if you are fully engaged and present.

- **If you get disconnected during the proceedings, please try to reconnect as soon as possible.** If you continue to have difficulties, please call the Human Rights Commission's main number at 312-814-6269 immediately.

To install WebEx

To view the system requirements for WebEx, go to:

https://help.webex.com/en-us/nk90t65/Webex-System-Requirements-and-Support-Policy

- For a computer (PC/Mac): https://www.webex.com/downloads.html

- For a mobile device (Apple or Android): Go to your device "App Store"

After Install

1. Enter a name for yourself. For virtual statuses or hearings, please enter your name

(including preferred pronouns) as it appears on your filings with the Human Rights Commission.

Join a Meeting

When hosts schedule meetings, they either send a meeting invite with the information on how to join or the meeting can be joined from the WebEx site using information your host provided.

1.   Open your meeting from your Calendar or the emailed invitation message, and then click the link to join the meeting. The Meeting Information page appears. Alternatively, enter the meeting information provided to you at the link above.

2.   Under Join WebEx Meeting, enter your name, email address, and the meeting password.

3.   You are connected to the meeting.

Connect to the Audio Conference

You can connect to the audio portion of the conference with a telephone, or with a computer by selecting the option after joining the meeting. Best Practice is to use the "Call-Me function"

After you join a meeting you will be prompted to connect via one of several audio options through the Audio and Video Connection popup. While in the session, you may also access audio options through the In-meeting controls.

To connect to audio:

Call Me (Best Practice)

1.   Select the check box Remember phone number on this computer if you would like to store this number for future meetings

2.   Click Call Me. You will receive a call and may be prompted to press 1 to connect.

I will Call in

1.   Dial the phone number listed, enter the meeting access code, and enter your attendee ID #.

2.   Close the window.

Call Using Computer

1.   Click Call Using Computer. You are connected to the audio conference.

2.   Adjust your speaker and microphone settings as needed.