

## UNIVERSITY LOGO

### PREPARING FOR A ZOOM HEARING

A Zoom hearing will follow the same format as an in-person hearing, but in a virtual environment. Please read through this document as it provides general information about the hearing process, measures we have taken to ensure privacy, and how you can prepare for a Zoom hearing.

#### Format of the Hearing

When you join the Zoom hearing, you will automatically be placed into the Waiting Room. An OFFICE representative will accept you into the meeting and then place you into your designated Breakout Room. If you have a support person/advisor, they will also be placed in the Breakout Room when they arrive. The Breakout Rooms are not recorded or observed, so you can speak privately.

When the Hearing Officer is ready to begin the hearing, all attendees will be brought into the main room where the hearing will occur.

Once the hearing begins, the Hearing Officer will first conduct introductions and review ground rules and other preliminary matters, before moving to the portion of the hearing where Parties provide statements and the Parties, the Investigator, and any witnesses, if present, are asked questions.

A Party is not permitted to directly question the other Party, but your Advisor will have the opportunity to conduct cross-examination on your behalf. The Hearing Officer will determine whether questions asked are relevant. If witnesses are present, your Advisor will also be given an opportunity ask questions of or cross-examine these witnesses. You are not required to answer any question that you do not want to; however, if you do not answer questions on cross-examination, the Hearing Officer may find that you failed to submit to cross-examination. If that occurs, none of your statements in the investigative report, submitted evidence, or at the hearing may be considered by the hearing panel during deliberations.

#### Privacy Considerations and Expectations

- A unique password will be assigned so that only those with the password can join the Zoom session.
- Once all participants have joined, the meeting will be locked so that no one else can join.
- You may use virtual backgrounds if you wish to add privacy to your surroundings.
- Private messages to an individual participant will be disabled. You should only send chat messages to the Hearing Officer.
- The ability in Zoom for participants to record the hearing will be disabled. Audio of the hearing will be recorded and OFFICE will maintain this recording as the official record. Parties' use of any other device to record audio and/or video, or using any device to take photos or screenshots, is prohibited.
- Everyone participating over Zoom should take all reasonable measures to ensure no one else is in the room or can see or hear the proceedings. If the Hearing Officer becomes aware that a non-participating party is watching or listening, they will pause the hearing until the person is no longer present.

#### Setting Up Zoom

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University students, staff, and faculty have access to Zoom and will use their authenticated, single sign-on (SSO) credentials. If you experience trouble accessing Zoom, contact [choose CONTACT INFO FOR YOUR UNIVERSITY: MU: Mizzou IT at [doit.missouri.edu](mailto:doit.missouri.edu) or 573-882-5000, S&T: IT Help Desk at [ithelp@mst.edu](mailto:ithelp@mst.edu) or 573-341-4357; UMKC: Technology Support Center at [techsupportcenter@umkc.edu](mailto:techsupportcenter@umkc.edu) or 816-235-2000; UMSL: IT Help Desk at [helpdesk@umsl.edu](mailto:helpdesk@umsl.edu) or 314-516-6034]. For Advisors who do not have a Zoom account, they may sign up for free at <https://zoom.us>.

**All participants should test Zoom functionality (audio and video) *before* the day of the hearing.**

### Common Questions

*What time should I join the meeting?* You should join with enough time to ensure you are able to log in, access the meeting, and check your settings. However, you may join up to 30 minutes before the start of the hearing, where an OFFICE representative will be available to place you in your Breakout Room.

*What if I need a break?* There are times when the Hearing Officer will ask if anyone needs a break; however, you can ask for a break at any time, whether to engage in self-care or to speak with your Advisor. Simply raise your hand or send a chat message to the Hearing Officer.

*How can I communicate with my Advisor?* Before the hearing and during breaks, you will be able to speak with your Advisor in a designated Breakout Room in Zoom. The Breakout Rooms are not recorded or observed so that you may speak privately. While the hearing is in session, the private communication functionality of Breakout Rooms is not available. You will need to arrange alternative communications with your Advisor *before* the day of the hearing. For example, you may use text messages, email, or another instant messaging application.

*What if I encounter internet connectivity issues during the hearing?* If, at any point during the hearing, you are unable to see or hear clearly, or if you experience other technology-related issues, please raise your hand or send a chat message to the Hearing Officer. Because of various factors, such as internet connection speeds, the hearing may be paused to troubleshoot, or you may be asked to repeat your question or answer. We appreciate your patience and understanding, should this occur.