

Standard Webex Procedure and Etiquette

Effective: August 31, 2026

Praxis Forum utilizes Cisco Webex for remote and virtual conciliation, mediation, and arbitration hearings. These online proceedings carry the exact same rules, legal weight, decorum, and expectations as physical, in-person forums. Recording, live-streaming, broadcasting, or taking screenshots of the video or audio of any Praxis Forum proceeding by counsel, parties, witnesses, the media, or any member of the public is strictly prohibited. Unauthorized recording or distribution may result in immediate termination of the session and appropriate legal or contractual sanctions.

Standard Webex Procedure:

Access the Link: Locate your specific Webex hearing link ahead of time via the [Praxis Forum Videoconferencing Booking Page](#). Ensure you have downloaded the desktop Webex client for optimal stability.

Environment & Attire: Join from a quiet, well-lit, and private space completely free from background noise, visual distractions, or third-party interruptions. Dress in formal business attire, identical to an in-person appearance.

Equipment & Bandwidth Setup: Use a dedicated headset with an integrated microphone to prevent audio feedback, echo, or ambient noise. Position your camera at eye level. Close all unrelated background applications and browser tabs to maximize your internet bandwidth and silence incoming desktop notifications.

Check-In & Attendance: Log in 10–15 minutes prior to the scheduled start time to test your connection. When your matter is called or when addressing the Arbitral Tribunal or Mediator, look directly into your camera lens and speak slowly and clearly.

Conduct During Online Hearings: Counsel and parties must introduce themselves for the record and announce their appearance each time they speak to ensure a clear audio transcript. Counsel and parties are invited to provide their preferred pronouns for address by the Arbitral Tribunal. Keep your microphone muted at all times unless you are actively speaking.

Document and Evidence Handling: All electronic document bundles, exhibits, and authorities must be clearly indexed, numbered, and exchanged via the designated Praxis Forum portal prior to the hearing. Participants must be prepared to use the Webex "Share Screen" function if directed by the Tribunal.

Confidential Breakout Rooms: The Tribunal or Mediator will utilize secure, virtual Webex Breakout Rooms for private caucuses and consultations. Conversations within these rooms are strictly confidential and completely isolated from the main hearing room.

Disconnection Contingency: If a participant is disconnected due to a technological failure, they must immediately attempt to rejoin using the same link or dial in using the telephone number provided in the original Webex booking confirmation. The proceeding will pause until connectivity is restored or an alternative protocol is established

Updated: August 28, 2026