

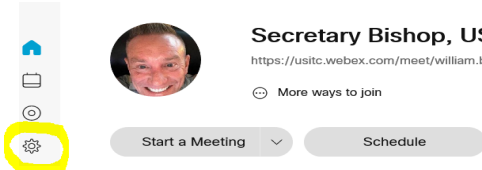
General Tips for Section 337 Webex Proceedings

(as of February 11, 2021)

For Section 337 hearings, parties should refer to instructions and guidance provided by the Administrative Law Judge presiding over their investigation. For instance, many of the ALJs ask for specific naming conventions, so that the ALJs and the parties may quickly identify whether a participant is a party and whether a participant is authorized under the Administrative Protective Order to hear confidential business information. In addition, each ALJ has his or her own requirements about muted microphones and cameras being on. Please note that participant recording of Section 337 hearings is prohibited.

- You **MUST** be disconnected from any VPN network as it will interfere with the proceeding.
- Download the meetings app from <https://www.webex.com/downloads.html>; joining on a browser is supported but provides less functionality.
- All participants in a hearing are joining through a Webex platform located in the cloud. The connection is not dependent on any connections through the USITC. Connectivity errors are often due to reliance on wireless internet, LAN or other unreliable local connections.
- Once you download the meetings app, you should change your name as instructed by guidance provided by the ALJ. You will not be able to edit your name once in the hearing, so please be sure to do so before the hearing. Using the instructed naming convention is very helpful to the ALJ, court reporter and the parties.
 - If you do not have a WebEx account and have downloaded the App to join the meeting, you will be given the opportunity to add your name before you join.
 - If you have a WebEx account please follow these instructions:

To Change Name if you have a Webex account:



Click gear (Preferences)

Secretary Bishop, USITC
<https://usitc.webex.com/meet/william.bishop>
More ways to join

Start a Meeting Schedule

Preferences

General My Personal Room Audio and Video Scheduling

Click My Personal Room

Preferences

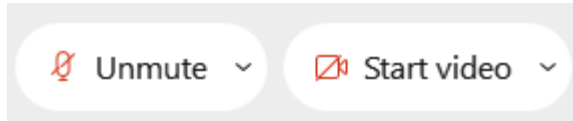
General My Personal Room Audio and Video Scheduling

Personal Room name Secretary Bishop, USITC

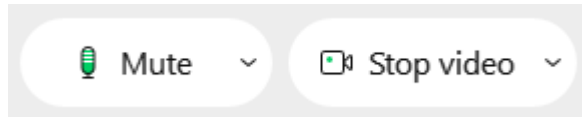
Change Name in Personal Room Name

- When not speaking, mute your microphone and when not actively involved, turn off your camera using meeting controls (visible when moving mouse over the bottom of the screen or enabled with Ctrl+Shift Q or under Audio and Video on the menu bar). Below graphics show when microphone and video are “on” or “off.”

Microphone and Video OFF

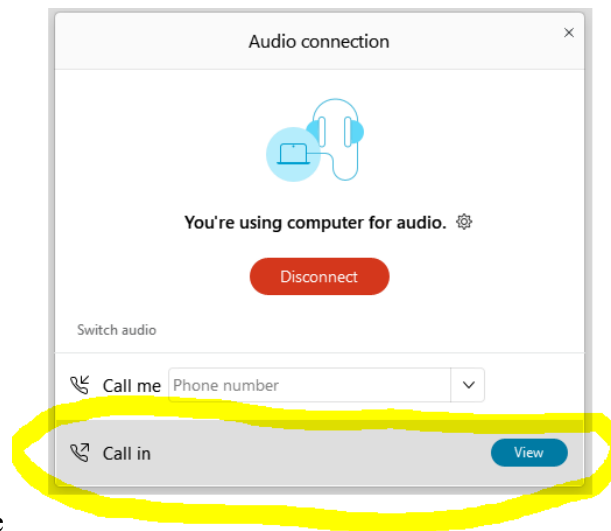


Microphone and Video ON



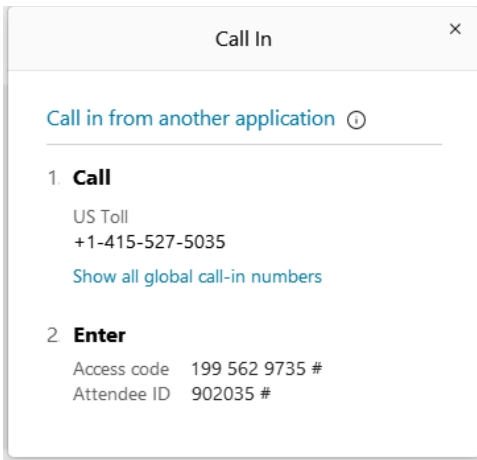
- The host may mute your microphone at any time due to background noise interference. You must unmute your own microphone, so please be sure to make sure you are “unmuted” before speaking.
- Make sure your computer privacy settings allow access to your microphone (if using computer audio) and camera, and that the speaker volume on your computer is not muted. Before joining a meeting in the WebEx app, select how you wish to connect to audio and test your audio input and output devices (under Settings on the join screen).
- Joining the audio portion of a meeting using a phone line introduces redundancy if the computer connection fails; if joining with video over the computer connection and audio over a phone connection from the outset of a meeting, you must tell the host your name over the phone connection so that the caller’s name can be changed to reflect actual name and affiliation.
- If computer audio fails, you can switch to telephone audio midstream by selecting Switch Audio under the Audio and Video tab of the menu bar but there will be a brief delay; the computer mute button still controls the audio portion of your connection.

File Edit Share View **Audio & Video** Participant Meeting Breakout Help



Click Switch Audio. You will then see

Call me: where you can enter your phone number and WebEx will call you (this minimizes disconnect time) or you can Click Call In View (blue button) and follow instructions provided (example given):



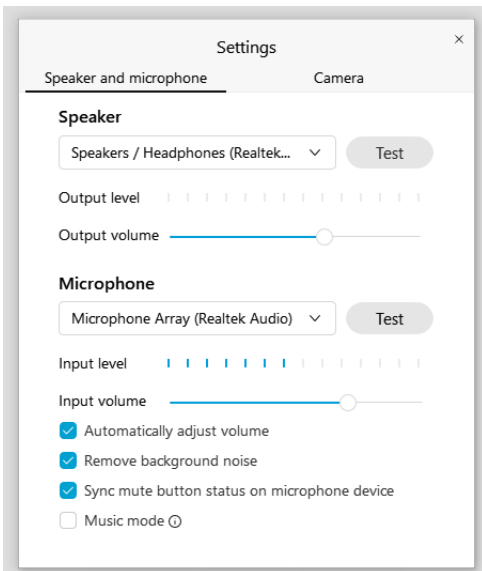
EXAMPLE ONLY!

- Please be aware that when using Webex, microphones tend to be VERY sensitive and will pick-up breathing, computer fan noise, the sound of the Webex proceeding itself if speaker volume is high, and other extraneous background noise. There is a setting to reduce background noise at:

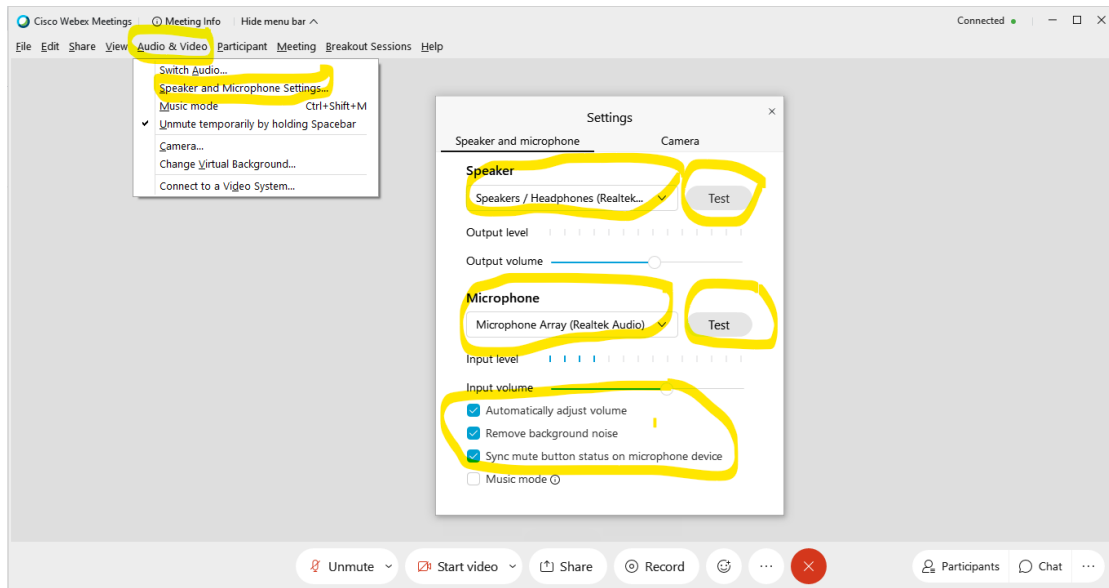
Click Audio & Video tab.

Click Speaker and Microphone Settings.

Make sure “Remove background noise” is checked.



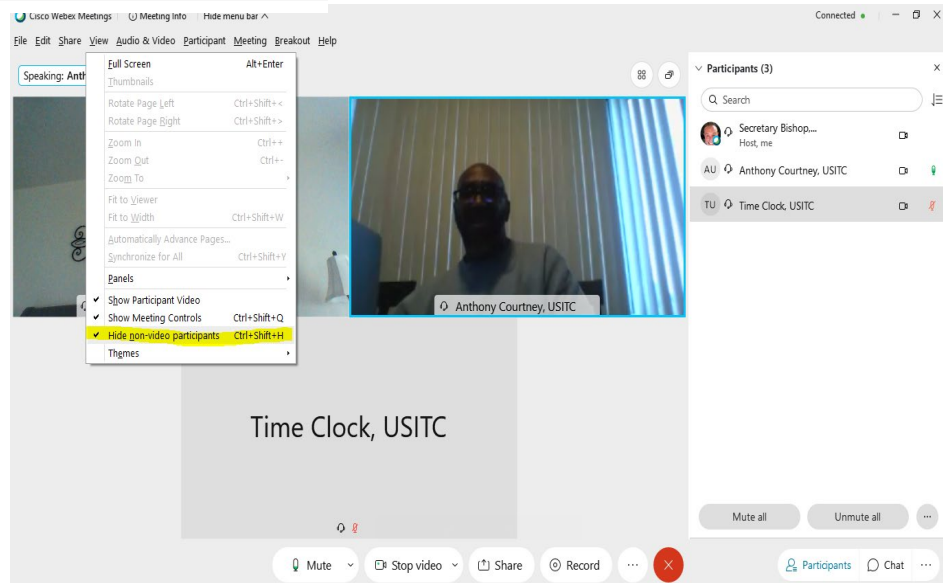
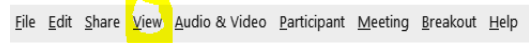
- Headphones with a unidirectional microphone near the speaker’s mouth may improve sound quality; disable external computer speakers if using computer audio. If using headphones, ensure that the headphones are selected as the audio output in Webex. If using an external microphone, ensure that it is selected in Webex. Make sure your headphones and microphone are set properly at:



Change Speaker and Microphone, if necessary, to your headphones. **Please test your speaker and microphone prior to the proceeding by clicking the “Test” button.**

- Inactive cameras can be hidden under the View tab of the menu bar. To hide unwanted video:

Click View



Click Hide Non-Video Participants

- View options (grid view, stage view, and focus view) can be selected at the top right of the video screen. The floating panel view, also available at the top right corner, allows video tiles and shared content to be spread across multiple monitors.
- WebEx can be CPU intensive, turning off the Blur and background feature will help reduce strain on the CPU. Also, it may be helpful to close all other applications that are not needed.
- To share/present, click on the Share icon to share your screen or an open application. To end sharing, move the mouse towards the very top of the screen and select stop sharing; mic and camera controls are also hidden at the top of the screen during sharing. The

document, e.g. PDF or PowerPoint, to be shared should be opened in advance and popups such as email reminders turned off. Share a PowerPoint in presentation mode and maximize the size of a PDF to improve viewability. Avoid any windows overlaying the document being shared.

- You can “pin” a specific video by hovering your cursor in the video block
- If you experience connectivity issues with bad video or audio, the use of an ethernet cord directly to your router may alleviate or improve those issues.