

## **Presentations to the Commission on Skype™**

- The Commission encourages individuals and groups to bring forward their views of the Commission's published proposal on a Skype video call.
- You can book a time with the Commission for May 2, 2015 starting at 10 am.
- Skype calls will be limited to a maximum of 10 minutes, followed by questions from the Commission. Depending on how many presenters have registered, the Commission may allow more or less time to presenters.

## **Before the Skype™ call – Registration and Written Submission**

- If you wish to make a presentation on a Skype call, you must advise the Commission that you intend to present and provide either a summary of the topics that you intend to address or a more formal written submission **at least 3 days** in advance, so by the end of the day of April 28. Presenters will be scheduled on a first come, first serve basis. The Commission will try to accommodate everyone who wishes to present but cannot guarantee that all those who wish to present will be able to.
- Date your written submission and include your name and organization name, if applicable.
- Your personal contact information (Skype username, address, telephone number, email, etc.) should be provided in your e-mail or cover letter. This information will not be made public, however, please note that **your name, the community you live in, your organization name and the full content of your written submission may be made public and by providing the information you are giving your consent to public disclosure.**
- Send your written submission to the Commission by e-mail, fax, hand delivery or regular mail.
- If you are submitting electronically, please provide your document in PDF format (if possible). Any supporting documents should be included in the same PDF file as your submission.

## **Prior to the Skype™ Call**

- You will be advised of the Commission's Skype username when you register.
- The day before the call, we will add you to our Skype contacts. Please accept us as a contact!
- At the same time we will give you an approximate time of our call. Please be ready to accept from that time until we actually call. We will do our best to keep your wait time short.

## **Presenting using a Skype™ Call**

- When the Commissioners are ready, the Chair will call you using Skype.
- Your presentation is limited to 10 minutes unless the Chair advises you otherwise.
- The Commissioners may ask you questions.
- If you are unable to answer a question, you may provide further information to the Commission in writing as soon as possible after the call.
- Keep in mind that the information you provide on or before the call is public information. Please respect the privacy of other individuals in your presentation.

## **Publication and Privacy**

- Personal information of the presenter, such as name, community of residence and personal opinions may be published.
- The Skype call will be recorded.
- You can reasonably expect other members of the public and the media to be present in the room with the Commission during the call.
- The Commission may withhold from disclosure confidential information and personal information in order to protect the confidentiality and privacy of presenters or others mentioned in the written submission or presentation. Publication or withholding of information in a written submission or recorded or transcribed presentation is at the discretion of the Commission, which will be exercised on the basis of the principles in the ***Access to Information and Protection of Privacy Act***.
- Any confidential written submissions or recorded or transcribed presentations may still be subject to a request under the ***Access to Information and Protection of Privacy Act***.

## **During the Skype™ Call**

- Please minimize distractions, noises and interruptions in the room you are in. Set any electronic devices in the room to silent or vibrate and turn off any other sound notifications or alerts on your computer.
- It is a video call and so your surroundings will be seen by the Commission and other members of the public. Please do not display anything inappropriate or offensive. If you do, the Commission will end the call.
- To preserve bandwidth for the Skype call, be sure to close all other programs using the Internet, including other web pages and email. Avoid downloading files during the call as this will take up a lot of bandwidth as well.
- Check to make sure your mic is not on mute and that your speakers are working. Be sure the volume is not too loud to avoid feedback.