



Institute
and Faculty
of Actuaries

Attending a hearing

The IFoA's disciplinary process is enforced in the public interest and observers are welcome to attend public hearings. A limited number of observer places are available for this purpose. Please register by contacting clerk@actuaries.org.uk.

Important information for Observers

- We have capacity limits for online hearings as well as those in person. Registration to observe a hearing does not guarantee attendance.
- Hearings can be subject to sudden cancellation or postponement.
- Some or all of the hearing may require to be held in private. If a hearing you attend goes into private session, you will be asked to leave until it resumes in public session.
- We ask all attendees to respect the formality of proceedings. You are not permitted to distract the panellists or others present at the hearings in any way or take any active part in proceedings. In online hearings observers must keep their cameras turned off and microphones muted.
- You are not permitted to record, live screen, photograph, or screenshot any part of the hearing.
- A failure to follow the Tribunal's instructions could result in your exclusion from the hearing.

Attending online hearings

What to expect

- Please register by contacting clerk@actuaries.org.uk.
- We have capacity limits for online hearings as well as those in person. Registration to observe a hearing does not guarantee attendance.
- In advance of the on-line hearing registered observers will be sent an electronic diary invite with joining details.

- You must not share the meeting access details to the hearing with anyone. The reason for this is to ensure that we are able to manage and administer proceedings appropriately.
- If you experience technical difficulties on the day of the event please email clerk@actuaries.org.uk . This inbox will be monitored throughout the event.

Joining

- Public observers are encouraged to join 5 minutes before the start of the on-line hearing.
- As an attendee of an online hearing there is an expectation that you will join by video. Observers must keep their cameras turned off and microphones muted. If you choose to use the phone dial-in included in your invitation please be aware that your personal phone details will be visible to all attendees. For this reason we recommend phone dial-in is avoided.
- When joining remotely via video, there is the option to add your name as you wish it to be seen. Please enter “Observer” followed by the reference number issued to you on registration. Please do not enter your full name. This request is for the benefit of formal participants being able to easily identify each other and to enable proceedings to be managed and administered appropriately.

During the event

- We ask all observers to respect the formality of proceedings and to follow the Tribunal's instructions.
- You are not permitted to record, live screen, photograph, or screenshot any part of the hearing.
- Observers must mute their microphone and camera so as to minimise disruption to the Tribunal. This is a requirement for your continued presence at the online hearing, and if you do not comply the moderator will remove you from the hearing.
- If you are joining on your laptop/iPad you have the option to choose “gallery view” this will allow you to see a number of participants at one time, not just the person speaking. Please note as observers will have their cameras and microphones muted, they should not be visible on screen.
- There may be instances where the hearing will need to go into private session. This means that observers will be asked to dial out of the meeting for the period that the hearing is in private session. The meeting will be locked during private session, however the Chair will provide a timeframe for when observers can expect to be able to dial back into public session.
- When you re-join the Tribunal, please remember to ensure that your camera and microphone are muted.