

LUBA Zoom Video Conference Oral Argument Tips for Arguing Parties

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Preparing to Join a Zoom Video Conference Meeting

- Only parties who file a brief are authorized to participate in oral argument.
- Members of the public may observe oral argument on LUBA's YouTube page, which may be accessed via a link on our website <https://www.oregon.gov/luba>.
- LUBA will send parties Zoom Video Conference Meeting instructions to the parties via letter and email prior to the oral argument date.
- Parties need not install the Zoom application onto their devices. Parties can join the Zoom Video Conference online following the meeting link that LUBA sends to parties.
- To attend a Zoom Video Conference via video, a person must have access to a device with audio and video capabilities, such as a laptop computer with a microphone and camera, and an internet connection adequate for video streaming.
- Parties who do not have an email address or access to a computer or smart device should contact LUBA Support at least three business days prior to the scheduled oral argument at (503) 373-1265 or via email at luba.support@luba.oregon.gov for instructions on how to participate by phone.

Joining LUBA Oral Argument

- Test your internet connection and computer audio and video before joining the oral argument.
- When you join, you will enter a Zoom waiting room. The LUBA host will let you into the meeting after the Board has joined.
- If you have trouble connecting, or have questions or concerns, please contact LUBA Support at (503) 373-1265 or via email at luba.support@luba.oregon.gov.
- The Board will generally wait up to five minutes for all parties to join before proceeding to allow present parties to argue.

Your Physical Location

- Find a quiet location where you will not be disturbed.
- Avoid rooms that create an echo (e.g., hallway or bare room).
- Ensure that the location has a dependable internet connection.
- Minimize the use of other devices that may affect the strength of your internet connection.
- If you are using a mobile device, please remain in a stationary location to ensure that your connection works and is maintained during the oral argument.

Audio

- To improve sound quality and ensure that the Board can hear you, sit close to your computer microphone or use headphones or earbuds with a built-in microphone.
- Mute your microphone when you are not speaking to decrease background noise.
- Let one person speak at a time and avoid interruptions.

Video

- Please join the video conference on camera.
- Please set your computer camera so that the Board can see your head and shoulders.
- Adequate lighting can help improve the quality of the video.

Oral Argument Etiquette

- Be punctual.
- Be respectful to the Board and other parties.
- You may argue either seated or standing.
- At the beginning of the oral argument, the Board Chair or Board Member conducting oral argument will explain the time allotted to the parties and will ask whether there are any preliminary matters to resolve prior to oral argument.
- Keep track of your allotted argument time. The time clock in the video conference is intended for the Board to keep track of total oral argument time, not the individual parties' allotted argument time.