



Republic of the Philippines
CONGRESS OF THE PHILIPPINES
SENATE
Pasay City

PARTICIPANT'S GUIDE:
ONLINE/VIDEOCONFERENCE PUBLIC HEARING

To ensure orderly conduct of hearings, please observe and be reminded of the following:

BEFORE THE HEARING

1. Participants are encouraged to download the Cisco Webex app on their laptops or mobile devices.
2. For ease of verification, participants are requested to use their official and full name when joining the meeting. **(Ex. DENR Juan Dela Cruz)**. The name displayed must also include the agency/organization from where the participant comes from. Participants who are not on the official list of the Committee will not be allowed in the virtual meeting room.
3. The meeting link and access code will be sent out an hour before the hearing to the designated e-mail addresses of all Senators and resource persons. **(Kindly check SPAM folder.)** Only the Senators and resource persons who confirmed their attendance will receive the meeting link or access code. This information is confidential and may not be shared.
4. Upon clicking the meeting link, a participant is automatically put in a virtual lobby while waiting for the hearing to begin. Participants are encouraged to join the meeting ahead of schedule so that potential technical and accessibility concerns can be addressed. The Committee may also request for a test run before the official hearing starts.
5. The "meeting room" will be locked 15 minutes after the hearing starts. As the system does not have a notification system to the Host in the case of late or locked out participants, in the event that a confirmed participant will be joining after the 15-minute mark, the participant should send a message to the host via SMS at **0917-8787176 (Avie Andaya)** to be included in the hearing.

During the Hearing

1. All microphones are put on mute by default. To prevent unnecessary background noise, participants are discouraged from turning on the microphone unless recognized to speak by the Chairperson or any Member of the Committee.
2. Participants/guests are requested to always maintain proper decorum and appear in appropriate office attire as those observed and used in regular face to face hearing/meetings in the Senate.
3. Participants who want to be recognized may use the 'Raise-Hand' button, which is a small hand icon next to the participant's name in the Participant Panel. The speaking sequence will be determined in the order that the request was made, or as otherwise agreed upon by the Committee Members. A participant may only speak upon being recognized by the Chairperson or any Member of the Committee. The duly recognized participant may then unmute the microphone or let the Host do it.
4. For resource persons who want to make a presentation, all files must be pre-approved by the Committee one (1) business day before the hearing. During the hearing, upon recognition by the Chairperson or any Member of the Committee, the participant may ask permission to present the pre-approved document before the Host can enable the Share File function. Files not previously approved by the Committee may not be presented.
5. Participants are requested to virtually remain in the meeting until the end of the hearing.
6. The meeting will be recorded for documentation. The Committee, as the Host, has the function to record the meeting.
7. For all other non-participants, the hearing may be monitored via the Senate Live Webcast.
- 8. All other concerns may be sent via private message to the Host in the chat box.**

THANK YOU.