

# Colorado Court of Appeals WebEx Oral Argument

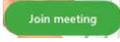
## Best Practices for WebEx Appearance



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This guide will help you with your upcoming WebEx remote oral argument in the Colorado Court of Appeals. Please note that this guide is in addition to the Court's regular oral argument protocols, which are included as attachment A. Please review both before your test WebEx with Polly Brock a week prior to your argument. We recognize that you will not be able to follow all of these tips, but if you use as many as you can, it will help the experience.

### Prior to the WebEx Oral Argument

The Court will use Cisco WebEx for this remote oral argument session. If you have never used WebEx before, the first time you click on  a meeting, the application will download onto your computer. We recommend joining the test meeting about 5 minutes before the start time to allow you to join the session. We also recommend that if possible, you download the Cisco WebEx application onto a smart phone or other device that connects to a data plan—if you have internet interruptions, a smart device might be a better solution for you. The logo looks like:  If you are not familiar with WebEx, we recommend you review [instructions from Cisco](#) to help your experience. The Cisco website has lots of instructions and videos; we recommend the following:

[Get-Started-with-Cisco-Webex-Meetings-for-Attendees](#)

[Join-a-Webex-Meeting-from-an-Email-Invitation](#)

[Choose-Your-Audio-and-Video-Settings-Before-You-Join-a-Webex-Meeting-or-Event](#)

For lots of video tutorials on WebEx, visit: [Cisco-Webex-Meetings-Video-Tutorials](#)

There are numerous tips on the internet to help you make a great impression over a video conference. Take some time to look at a few. Try this one to start: [How to Look Better on Video Calls](#)

## **Turn off all your other applications on your computer.**

To maintain a strong connection, it is very helpful to close out of all other applications on your computer such as browsers and your email/calendar.

## **Lighting**

### *Sit Facing a Light Source*

Sitting with your back to a window or bright light source can negatively impact the quality of the video call by giving you a harsh silhouette effect. Whenever possible, sit facing the window, desk lamp, or other light source to ensure your face is well illuminated and clearly visible.

### *Create a Three-Point Lighting Setup*

Think of a clock: if you're facing noon, try to position light sources at 11 and 2. Adding an overhead light rounds out a great three-point lighting setup — the go-to lighting kit for portrait photographers and videographers.

### *Optimize Natural Light Sources*

Natural daylight renders more accurate colors. If possible, setting up your conferencing system in a room with a lot of window light, unless it is behind you, is useful in creating a well-lit, professional setting.

### *Use Soft Directional Light*

Avoid using bare bulbs in your video conference room lighting. A lampshade or a diffuser will reduce harsh shadows and soften the lighting in the room. Contrary to popular belief, the closer a source is to a subject, the softer the shadows will play on that subject: if a lamp is too harsh, bring it closer to you. This may help boost the camera's exposure on your face as well.

### *Use the Right Amount of Light*

It is important that there is plenty of light in the room to get maximum clarity. However, it is possible to have too much light. If your window is too bright, lower the blinds or move away from the window to avoid overexposure. If a light source like a lamp is too bright, walk it away from you or dim it with a shade. If possible,

use multiple light sources pointed at your face to fill in shadows and make the overall room lighting as even as possible.

## Camera

Locate your device's camera and make sure it's uncovered at the designated time. At the appropriate time, remove stickers, Post-Its, or sliders from covering the lens. Position the camera as close to eye level as possible rather than tilting your screen. Consider propping your device on books to elevate it. Make sure that your head and shoulders are visible on-camera. Remember the Rule of Thirds. Position yourself to ensure your hairline and forehead are the top 1/3 of the display. Closer is better.



## Test audio & video

If you have a headset, plug it in to your device **prior to logging in to the Webex.** *If you don't plug the headset in before joining the Webex, you will have to log out and log back in before the other participants will be able to hear you.*

Turn off all other applications on your computer, such as Chrome, Explorer and Outlook.

Configure and test your audio and video prior to joining a conference or once you have joined. Click the Connect audio and video icon, select your audio playback device and microphone, and then click **Connect Audio and Video.**

Locate the Mute button/icon and familiarize yourself with how to turn it on and off. During the conference you will keep the Mute button on unless you need to speak.



## During the WebEx Oral Arguments

### WebEx Invitation

We will send you an email with the link to join the oral arguments only about 10-20 minutes before the first setting of the docket. We cannot send you the link in advance because it must be linked to the live-stream at the same time. If your case is later in the docket, you will be instructed when to join the WebEx as well.

### WebEx Connection

You need to join the orals through a WebEx app or a computer browser. I pads work particularly well, as do laptops. We recommend a back-up connection, which may be as simple as your smart phone—please download the WebEx app on your phone so you can join the arguments if your primary device has internet connection issues. *You cannot call in on the phone line or use a polycom device. We cannot secure the meeting with the phone in procedures.*

### WebEx Lobby

When you join the oral arguments, you will be automatically placed in the WebEx Lobby. You will see a screen with the WebEx meeting title—in this case, your court of appeals case number, and nothing else. You will not see other participants. We will bring you in from the lobby when we have the judges online and ready to go—the opposite of our live oral arguments. Do not panic or think you need to re-log in when you are in the lobby.

### WebEx v. Livestream link

**Only attorneys presenting arguments in the oral arguments will be moved from the Lobby to the conference.** Do not forward the WebEx link to others--co-counsel, represented parties, interested parties, etc., **should log into the live stream and watch from that link.** We are live streaming and archiving these arguments exactly as we do all oral arguments. All participants in the WebEx conference will be visible throughout the conference, and the fewer participants we have, the clearer both the audio and visual will be.

## **First steps when you are moved from the Lobby to the oral argument conference**

When you are moved from the lobby to the conference, we recommend that you change your view from Active Speaker to Grid. Here are instructions: [Switching View in WebEx](#).

You will see the host as a timer. You will also see the 3-Judge division members and all other attorneys who will be arguing.

Please MUTE. If you do not mute yourself, we will mute you. This is necessary to prevent feedback noise and to record a clear argument. The presiding judge will ask you in turn to un-mute and will check your audio connection.

### **Oral argument etiquette we ask you to follow:**

1. Stay muted until your turn to argue is recognized by the presiding judge.
2. Watch the 3-judges—they will raise a hand when they want to interrupt you and will unmute. Please mute while they ask the question, and then unmute to respond. We recognize that this will seem a bit stilted at first, but it will quickly become easy to adjust to.
3. If you are reading something, please try to stay forward and near the mic. We have found in practice that when we have audio problems, it is when we turn and read from something to the side.
4. Appellant should watch the clock in order to reserve time, but if you instruct the presiding judge how much time you expect to reserve, if your video view is somehow lost, we can give you a verbal warning. Because the clock is the host, we have found that it generally is visible even when bandwidth issues cause you to lose a video connection to the conference. (See the Don't Panic section below).

### **Oral argument expectations:**

This oral argument is as real and as formal as if you were arguing in the Ralph Carr Building. We ask that counsel dress appropriately.

### **Stay Calm and Conference On:**

We plan for the unexpected—and that is why we will do a test run a week before your argument with all counsel. If you suddenly lose connection or if you have issues with your audio, we may ask you to log out and log back in—don't panic, we will walk you through the issues. If your bandwidth gets stretched, the first thing WebEx will do is to limit your video. If you turn off your video, you often

will regain sight of the rest of the conference participants. The audio portion is the most critical.

During oral arguments, if you have an issue, you may text or email the Polly Brock, Clerk of Court with your issues:

303-601-2260 or [polly.brock@judicial.state.co.us](mailto:polly.brock@judicial.state.co.us)