Parties are expected to be present at an oral in person hearing; in exceptional circumstances, the Tribunal Chair may approve attendance by telephone as per the Tribunal Practices and Procedures, section 4.1(f). Attendance by telephone is only considered in exceptional circumstances as the Tribunal is unable to provide the party attending by telephone with a copy of any additional documents introduced at the hearing as the hearing rooms are not equipped with fax machines. While the panel chair will verbally convey the additional evidence, the inability to review the documents may limit the party's ability to comment on the admissibility or content.

TO BE COMPLETED BY THE REQUESTING PARTY			APPELLANT	MINISTRY
NAME	TELEPHONE NUMBER		APPEAL NUMBER	
Reason(s) for request:				
DATE (MONTH/DAY/YEAR)				
TO BE COMPLETED BY TRIBUNAL STAFF				
Hearing room Information:	Is there a speaker phone? Can a Polycom system be used?		Yes	No
			Yes	No
	Is there sufficient time to		Yes	No
	accommodate the request?			
TO BE COMPLETED BY TRIBUNAL	CHAIR			
Request approved:			Yes	No
Reason(s) not approved:				
TRIBUNAL CHAIR'S SIGNATURE		DATE (MONTH/DAY/YEAR	R)	

Send the completed request to:

Employment and Assistance Appeal Tribunal Toll Free Fax: 1-877-356-9687 Fax in Victoria: 250-356-9687 Email: info@eaat.ca

Questions? Call Toll Free: 1-866-557-0035, or in Victoria: 250-356-6374

The personal information requested on this form is collected under the authority of and will be used for the purpose of administering the Employment and Assistance Act, the Employment and Assistance for Persons with Disabilities Act and the Child Care Subsidy Act. The disclosure of this information is subject to the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, use and disclosure of this information, please contact the Employment and Assistance Appeal Tribunal.