

Employment
and Assistance
Appeal Tribunal

Request to Attend by Telephone

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 new documents introduced at the hearing because the hearing rooms are not equipped with fax machines. While the panel chair will verbally convey the new evidence, the inability to review the additional documents may limit the party's ability to comment on the admissibility or content.

To be completed by the Requesting Party

Appellant <input type="checkbox"/>	Ministry <input type="checkbox"/>	Appeal Number
Name		Telephone
Reason for Request _____ _____		
Requestor Signature:		Date:

To be completed by Tribunal Staff

Hearing room Information:	Is there a speaker phone? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Can a Polycom system be used? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Is there sufficient time to accommodate the request? Yes <input type="checkbox"/> No <input type="checkbox"/>

To be completed by the Tribunal Chair

Request approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason not approved _____ _____	
Tribunal Chair Signature:	Date:

Send the completed Request to Attend by Telephone form to:
Employment and Assistance Appeal Tribunal
PO Box 9994 Stn Prov Govt Victoria BC V8W 9R7
Toll Free Fax: 1-877-356-9687
Fax in Victoria: 250-356-9687
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.