



Practical recommendations for representatives making oral submissions by videoconference

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This document, prepared by the Registry of the General Court, the Interpretation Directorate and the Information Technology Directorate of the Court of Justice of the European Union, is intended for representatives who have been authorised by the General Court to participate in a hearing by videoconference.

It contains **practical recommendations to be followed closely** by representatives making oral submissions remotely, in order to enable them to participate in a hearing by videoconference in the best possible conditions, with or without simultaneous interpretation, and to reduce as far as possible the risk of technical incidents.

Preparation for participating in a hearing by videoconference

1. The room chosen by the representative making oral submissions remotely must offer good **acoustics**.
2. There must be sufficient **lighting** to render colour as accurately as possible.
3. The use of a unidirectional **microphone** is advised. This type of microphone picks up sound coming mainly from one direction and will reduce ambient sound and improve the quality of the audio signal that is sent to the various participants in the hearing and to interpreters where use is made of simultaneous interpretation.



4. The representative making oral submissions remotely should be positioned in relation to the camera in such a way that his or her **upper body and face** can be seen. The use of a **lectern** is advised. It is very important to avoid camera angles that are too high or too low. The **background** must be as neutral as possible.



5. The representative making oral submissions remotely must have a legible **nameplate** positioned in front of him or her.
6. The room must be equipped with a **fixed-line telephone** to enable communication with the technical support services of the Court of Justice of the European Union in the event of a connection failure or interruption.

On the day of the hearing where videoconferencing is used

7. **One hour before the start of the hearing**, the representative making oral submissions remotely must connect remotely and undergo technical tests. If those tests are not successful, the President of the Chamber will decide on the action to be taken.
8. The **contact person's details** provided to the Registry by the representative in his or her request for the use of videoconferencing will be used on the day of the hearing by the technical support services of the Court of Justice of the European Union in the event of disconnection or technical difficulties.
9. Where videoconferencing is used for a hearing, the parties' representatives (those present in the courtroom and those making oral submissions remotely) will not be invited to the 5-10-minute meeting with the Judges and the Hearing Registrar normally organised before the start of a hearing.

10. Before the start of the hearing, the court usher, or, as the case may be, the Hearing Registrar, notes who is in **attendance** and asks the representatives making oral submissions remotely, if there is more than one, which representative(s) will be addressing the court.
11. A representative making oral submissions remotely will:
 - see the speaker in the courtroom when that person is speaking;
 - see a wide shot of the courtroom when nobody is speaking;
 - be visible on the projection screen set up in the courtroom for the other representatives and the public;
 - be visible on the individual screens of the Judges and the interpreters.



Photos 1 and 2: Different views of the speakers



Photo 3: Wide shot of the courtroom



Photo 4: View of the remote site on the projection screen in the courtroom



Photo 5: View of the remote site on the screen of the Judges and the interpreters

During the hearing in which videoconferencing is used

12. Any representative making oral submissions remotely must ensure that the room from which he or she is addressing the Court remains quiet and calm.
13. He or she must **disable any notification sounds**, screen saver or power saver on electronic devices in the room that may be triggered while he or she is speaking (verification by a technician is recommended).
14. He or she must **switch off or set to 'flight safe' mode any mobile phones** ('silent' mode does not prevent interference), and mute the ringing of fixed-line telephones in the room.
15. When invited to speak by the President of the Chamber, the representative making oral submissions remotely must place the **microphone** directly in front of him or her (maintaining a distance of 30-40 cm). He or she should ensure that no objects are placed between him or her and the microphone and should not tap the microphone to test the sound after turning it on. He or she should avoid handling documents while the microphone is switched on and ensure that it is only switched on when he or she is invited to speak.
16. When speaking, the representative making oral submissions remotely must look at the camera directly in front of him or her.
17. It is best to avoid large gestures and sudden body movements.
18. He or she should speak clearly and at a reasonable pace, and either freely or with the help of notes or bullet points. It is preferable not to read from a text. He or she should not interrupt another speaker during a discussion.
19. The representative making oral submissions remotely may use only the language of the interpreting channel he or she is receiving. That is the language in which the representative is authorised to plead under the Rules of Procedure.
20. When he or she has finished speaking, the representative making oral submissions remotely must switch off the microphone.