

Canadian Human
Rights Tribunal



Tribunal canadien
des droits de la personne

Ottawa, Canada K1A 1J4

Enter date here

By E-Mail

Complainant Name and address

Choose an item.

Legal Counsel

Canadian Human Rights Commission

344 Slater Street, 8th Floor

Ottawa ON K1A 1E1

Respondent Name and address

Dear Choose an item.:

Re: Enter Complainant name here v. Enter Respondent name here
Tribunal File: Enter file number here

Further to the Choose an item. Enter date here, the Canadian Human Rights Tribunal (CHRT) and the parties agreed to proceed with the mediation scheduled for Enter date here via Zoom videoconferencing. Please see below the requirements for the conducting a mediation by videoconference:

- You need to have an operational webcam and speakers, and a stable, private Internet connection. Public networks should not be used for Zoom mediations. Please use a desktop or laptop computer if you have one. Otherwise, you can use a phone or tablet to join the mediation.
- Ensure that the physical rooms (as opposed to the Zoom virtual rooms your mediator will create online) in which you are situated are well lit and quiet. Doors should be shut for privacy. This is a confidential process and you should be out of earshot of anyone who has not signed the mediation agreement.
- The parties must send the names of anyone who will participate in the mediation to the Tribunal and to the other parties in advance of the mediation.
- For the purposes of confidentiality, a person who is not contractually bound by the confidentiality provisions contained in the mediation agreement should not be present in any of the physical rooms of any mediation participants.

- Your mediator has disabled the Zoom recording feature. You may not electronically record the mediation using another means.
- You will be sent a unique meeting identifier and password for the meeting. You may not forward or share this information with anyone else.
- If the documents like Minutes of Settlement and Releases cannot be executed by way of electronic signature, ensure that you have access to e-mail or a printer/scanner during the mediation. You may also consent to the terms of the Mediation Agreement and Minutes of Settlement by way of email.
- If you require assistance using Zoom, information on Zoom and how to run a test are at the following links: <https://support.zoom.us/hc/en-us/articles/201362193> and <https://zoom.us/test>. Your mediator may also contact you to set up a test session. You may also contact the CHRT Registry for assistance.
- The parties should be prepared to proceed via teleconference should the videoconference option fail, disconnect or lag. Please provide both an email address where you can be reached and a telephone number as backup if there are technical problems.

Should you require any assistance in these proceedings, please do not hesitate to contact the Registry by e-mail at registry.office@chrt-tcdp.gc.ca by telephone at **Choose an item**. or by fax at 613-995-3484.

Yours truly,

Choose an item
Registry Officer