

**PRACTICE DIRECTIONS
FOR
COURT PROCEEDINGS
(To be heard by the President)**

Parties appearing before the Court shall observe the practice set out below:

Before the hearing

- Provide the *name, designation and contact no.* of the presenter, and any other representative of the Company / Union who will be assisting the presenter, through email to the Court (iac_enquiry@iac.gov.sg) by 21st October 2019.
- The Court provides a laptop and projector for presentation. Should the presenter be using the Court's equipment or his laptop, please email a copy of the presentation documents to the Court (iac_enquiry@iac.gov.sg) by 30th October 2019.

At the hearing

- **[Punctuality]** Parties must be punctual and be present in Court at least 10 minutes before the start of the hearing, or 30 minutes before the hearing if they wish to use their laptops for presentation during the hearing. *(Please note that the Court uses Microsoft Office. Any laptop to be used at the Court hearing must have a VGA connector, or have the necessary adaptor for connection purposes.)*
- **[Dress code]** Male presenters are to be in long sleeve shirt with tie and jacket, and female presenters are to be in proper office attire and jacket.
- **[Decorum]** Parties should bow to the Court when it rises and is adjourned.
- **[Decorum]** Presenters should speak clearly and audibly. If more than one person from the party will be addressing the Court, they should take turns to speak.

Registrar
Industrial Arbitration Court
14 October 2019