

PRACTICE DIRECTION FOR PROCEEDINGS AT THE COURT HEARING

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 who will be assisting the presenter, through email to the Court (iac_enquiry@iac.gov.sg) at least 1 week before the hearing.
- Email the soft copy of court submission or presentation slides, if any, to the Court at least 4 days before the hearing.

At the hearing

- **[Punctuality]** Parties must be punctual and be in Court at least 5 minutes before the start of the hearing, or 30 minutes before the hearing if they wish to use their laptop to present their case 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 at the start of the hearing.
- **[Decorum]** Presenters should speak clearly and audibly. If more than 1 person from the party addresses the Court, they should take turns to speak.
- **[Tendering of documents]** Prior to their presentation, parties are to tender to the Court copies of any slides or written submission (if these were not submitted to the Court earlier) they would be using during the hearing: -
 - 3 sets for hearing conducted by President alone
 - 5 sets for hearing conducted by President and panel members

Registrar
Industrial Arbitration Court
1 Apr 2018