

**Employment and Assistance
Appeal Tribunal** British Columbia

Request to Attend an In-Person Hearing by Telephone

Parties are expected to be present at an oral in person hearing. However, in exceptional circumstances, the Tribunal Chair may approve attendance by telephone .

To be completed by the Requesting Party:		Appellant	Ministry	
Name	Telephone Number	Appeal Number	Date (Month/Day/Year)	
Reason(s) for the request:				
To be completed by Tribunal Staff				
Hearing Room Information:	Is there a speaker phone?	Yes	No	
	Can a Polycom system be used?	Yes	No	
	Is there sufficient time to accommodate the request?	Yes	No	
To be completed by Tribunal Chair				
Request Approved:		Yes	No	
Reason(s) not approved:				
Tribunal Chair's Signature		Date (Month/Day/Year)		

Send the completed form to:

Employment and Assistance Appeal Tribunal
Toll Free Fax: 1-877-356-9687
Fax in Victoria: 250-356-9687
[Email: info@eaat.ca](mailto:info@eaat.ca)

Questions? Call Toll Free: 1-866-557-0035, or in Victoria: 250-356-6374

*Living and working with gratitude and respect on the traditional territories of Indigenous peoples in
British Columbia*

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.