

November 24, 2011

To: Parties to the Gahcho Kue Environmental Impact Review

**Re: How to participation remotely in upcoming Environmental Impact Assessment analysis sessions**

This letter describes how parties can participate remotely in the upcoming Gahcho Kue Environmental Impact Statement analysis session. The live session in Yellowknife will be webcast by the Panel, which will arrange a wireless internet connection for people attending the session in person.

This is the first time that we have facilitated remote participation in this manner. The Panel is introducing this innovation to help parties participate in an efficient and cost-effective manner.

Parties are advised that **the session will continue even if we encounter technical problems**, and should ensure that the person attending the session is prepared to give any questions or comments that are particularly important. The remote participation option does not mean that parties do not need to prepare.

For clarity, the remote participation does not prevent parties from bringing any attendees they wish. It does provide a cost-effective alternative. Parties have to choose for themselves how many in-person participants will attend and how many remote participants, if any, will take part. Any party with many remote participants may choose to have an extra attendee to focussing primarily on fielding remote input.

The following is an outline of how parties can participate remotely:

**Choose who will come in person**

If you want to have remote participants, **you will need at least one representative to attend in person**. Panel staff will be managing the Panel's own remote participants, and are not be able to raise questions on behalf of parties' remote participants. The person attending for each party will participate in the meeting and will receive and raise any comments or questions posed by their parties' remote participants. Parties should review the agenda in advance to decide who should participate remotely on each day based on the subject matter.

### **Choose how you will communicate**

When preparing for the session, each party will **decide in advance how its remote participants will communicate** with the person attending the session. This could be done using free messaging software, such as MSN Messenger, by Blackberry, or by e-mail. An advantage of messaging software is that messages are instant, while e-mail is only checked periodically by the server. If you use free messaging software, the attendee and their parties' remote participants need to must install and test the software in advance.

### **Choose a backup way of communicating**

Each party should **have a backup** way of communicating, for example by the person who is attending bringing a cell phone (set to vibrate) and ensuring that all remote participants know the cell number.

### **Download the presentations in advance**

The Panel will post presentations in PDF format on the Review Board website in advance. Remote participants will use these to **follow along with the presentations** they are hearing over the audio webcast. Remote participants should save these presentations from the website their own computers in advance, in case of server problems with the Review Board website.

### **Listen, follow, and participate in the session**

**Remote participants:** When the session is underway, remote participants should listen to the webcast (address: <http://reviewboard.ca/webcast.php> ) and follow presentations using the PDFs they have downloaded earlier. If they have questions or comments they would like raised, they should communicate these to the person who is attending in person for their party.

**Session attendees:** The person(s) attending will participate in the meeting, and will receive communications from their party's remote participants. This must be done in a way that does not disturb the meeting. The sound on your device (laptop or phone) must be turned off. The person attending will then raise the question or comment on behalf of the remote attendee. The person who is attending may have to prioritize which comments or questions to raise depending on the available time and the number of comments received from remote participants.



Parties are reminded to review Environmental Impact Statement and conformity responses in advance of the session. If you have any questions, please call me at (867) 766-7056.

Sincerely,

(Original signed by)

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Alan Ehrlich, Panel Manager  
Gahcho Kue Environmental Impact Review Panel