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The Chief Appeals Commissioner has a series of Practice Guidelines to help people who are involved in an appeal to the Appeals Commission. Please contact us for additional Practice Guidelines, *Appeal Rules*, or other information.

For more information, contact the Appeals Commission for Alberta Workers' Compensation at:

Edmonton
1100, 10405 Jasper Avenue
Edmonton, AB T5J 3N4
Tel: 780-412-8700
Fax: 780-412-8701

Calgary
2300, 801 – 6th Avenue SW
Calgary, AB T2P 3W2
Tel: 403-508-8800
Fax: 403-508-8822

or, through our web site at www.appealscommission.ab.ca

Let us know if:

- your address or contact information changes
- you choose a representative or your representative changes
- you are no longer a representative for a party to or participant in an appeal

A. What Formats of Digital Information May be Submitted?

The Appeals Commission may require that materials be provided in particular formats, as is set out at *Appeal Rule 4.7*. Submission of digital materials should be in one of the following formats:

- Video recordings in the following digital formats: MPEG (1, 2 or 4), AVI or Quick Time
- Audio recordings in the following digital formats: MPEG Layer 3 (.mp3) or Windows Media Audio (.wma)
- Photographs stored as digital images in the following formats: JPEG, TIFF, GIF, BMP or PNG
- Documents stored as digital files in the following format: Adobe PDF

Other formats (for example, a PowerPoint presentation or a webpage) should be saved as a PDF document and submitted either in digital or print format.

Materials submitted in digital format should be provided on CD-ROM, DVD or flash drive in a format that may be read by a personal computer. Materials should be provided no later than six weeks prior to the scheduled hearing date.

Digital media will be subject to a verification process prior to being accepted.

B. How Do We Verify Digital Media?

Digital media (CD-ROM, DVD or flash drive) includes anything used to store a file in a digital format. There is a risk of transfer of computer viruses, malware, Trojans or other software designed to compromise the security of a computer system.

As the Appeals Commission is a part of the Alberta Government, we take the protection of government computer networks and your personal information very seriously. Before allowing any connection with our computer network we must ensure the digital media is safe.

We will run an internal security scan of any digital information we receive. Once this verification is complete, the information will be accepted and will form part of the record. If the media fails the verification process it will be returned to the party or participant.

C. Digital Presentations at Hearing

The Appeals Commission has hearing rooms equipped with SmartBoard systems that may be used to support appeal submissions, to display video, photographic or other evidence. This must be requested well in advance of the hearing date, typically no later than six weeks, to ensure proper resources are available.

The Appeals Commission can provide a laptop computer which may be used by participants. Alternatively, participants may bring their own computers to the hearing. These will be connected to the display system in the hearing room. We have limited technical support available at the time of the hearing, so unusual or novel computer connections will not be supported.

Any computer system brought to the Appeals Commission must support either a VGA or HDMI connection to interface with the display system.

There is a public WiFi system available at the Appeals Commission which may be used to connect to the internet.

If presentation software, such as PowerPoint, is used to support a participant's arguments, a paper copy of the presentation must be provided to the Appeals Commission at the time of the hearing.

If an Appeals Commission laptop is used with digital media brought by a participant, that laptop will be re-imaged completely before it is reconnected to the government computer network.

D. Sharing Digital Information

If you wish to submit digital information to the Appeals Commission, you are responsible for making enough copies for any other participants (i.e. the employer or WCB). You can submit your copies to the Appeals Commission and we will share them with the participants. Failure to provide sufficient copies to the Appeals Commission may result in adjournment or delay in having your appeal heard.

E. Storing Digital Information

When digital information is shared with the Appeals Commission and is used during a hearing, it will be stored as part of our official record.