

OUTLINE OF PRELIMINARY MEETING

The preliminary meeting will be led by the arbitrator or mediator assigned to the case. The SDRCC staff will be in attendance to answer any questions relating to matters of administrative or logistical nature.

The purpose of the conference call is to help parties understand the way in which the proceedings will be conducted and to discuss any other matter requiring attention in advance of the arbitration hearing or mediation session. If they have not been addressed or agreed upon already, topics to be addressed may include (but are not restricted to):

- √ Clarification of the issues and questions to be resolved;
- √ Preliminary matters relating to:
 - Jurisdiction;
 - Affected parties or intervenors;
 - Conservatory measures.
- √ Possible additional submissions and submission schedule;
- √ Format and scheduling of arbitration hearing or mediation session;
- √ Witnesses and format of testimonies / cross-examinations;
- √ Order of proceedings for the arbitration hearing or mediation session.

Parties are therefore invited to carefully read the correspondence sent to them by the SDRCC in advance of the meeting and have with them all documents and information to enable them to fully participate in the discussions, including their agendas and those of their representatives and witnesses for scheduling purposes.
