

Guidelines for In-Person Mediations

In Advance of the Mediation

- Exchange documents electronically by email or secure file transfer.
- Consider start times and travel arrangements to avoid rush hours on public transport.
- Prepare a contingency plan for a virtual mediation if it cannot proceed in person.



During the In-Person Mediation Event(s)

Venue

- Follow venue specific requirements and guidance.
- Prioritise using rooms that have access to fresh air and ensure rooms can accommodate all party attendees comfortably.
- Bring antibacterial hand sanitizer/surface wipes.
- Use allocated seating and desks.
- Bring your own devices, headsets, charging leads and stationery, etc.

Meeting Sessions

- Follow venue specific requirements and guidance.
- Prioritise using rooms that have access to fresh air and ensure rooms can accommodate all party attendees comfortably.
- Bring antibacterial hand sanitizer/surface wipes.
- Use allocated seating and desks.
- Bring your own devices, headsets, charging leads and stationery, etc.
- Bring your own refreshments and eating/drinking utensils.

Guidelines for In-Person Mediations (continued)



Post Mediation Day

Following the mediation, the parties and the mediator are to provide the following to the mediation service provider or direct to the venue:

- Feedback on the venue and comments or suggestions for process refinements
- Notification if a participant develops Covid-19 symptoms within 14 days of the mediation.

