

CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS

PUBLIC HEARINGS

GUIDANCE NOTES FOR THE PRESS AND THE PUBLIC

1. Public Hearings are held in the UK. The venue may be CIMA's offices at The Helicon, One South Place, London EC2M 2RB or at an external venue (usually in central London), at CIMA's discretion.
2. Due to limitations on space and capacity, it is essential that members of the press and public wishing to attend an Appeal Committee Hearing book in advance by emailing corporate.affairs@cimaglobal.com at least two working days before the date of the particular listed hearing (visit www.cimaglobal.com).
3. When booking to attend it will be necessary to provide CIMA with certain personal information, including full name, employer and contact details. This information may be vital in the event of an emergency.
4. When attending any Hearing, please make yourself aware of the '*Escape in case of emergency*' directions applicable to the venue. Members of the Press and public are advised to telephone CIMA in advance on the working day prior to the hearing to confirm the start time.
5. Upon arrival at a public hearing venue, members of the press and public must report to reception and follow the badge/security instructions given. At CIMA's offices at The Helicon this will include 'signing in' at the ground floor reception, being provided with a security badge and then being directed to CIMA's reception on the third floor. From reception members of the public and press will be directed to the Hearing room. Security badges must be worn at all times whilst in the building, and before leaving they must be returned.
6. Where toilet facilities are not signposted, members of the press and public should ask staff at the venue for directions.
7. Members of the press and public are requested to conduct themselves as quietly as possible within the venue where the public hearing is being held.
8. At any public hearing venue members of the press and public are requested to be seated in the hearing room at least 10 minutes before the scheduled time of the hearing. This is to avoid disturbance of the appeal hearing by latecomers.
9. Members of the press and public are requested to remain silent at all times within the hearing room, and are reminded that mobile telephones should be switched off.

10. Members of the press and public are requested to enter or leave the hearing room only during adjournments but if it is necessary to enter or leave during session, please do so during a lull in the proceedings (e.g. following the close of an address to or by the Appeal Committee) and as quietly as possible.
11. CIMA reserves the right to require any member of the press or public to leave the hearing room, the venue premises, or any part of the premises at any time.
12. Members of the press and public are requested to observe established etiquette of standing when the Appeal Committee members enter the hearing room and when the Appeal Committee members rise to leave.
13. At various points during a public hearing the Appeal Committee may sit *in camera*. This means that it will discuss and make decisions in private. At such times the Appeal Committee will leave the hearing room, but its decisions and, where appropriate, the reasons for its decisions will be announced in the presence of the press and public.
14. During the course of proceedings, the Chairman of the Appeal Committee may provide brief explanations to the press and the public about the procedure.
15. At various points in the proceedings, it may be necessary for the Appeal Committee to adjourn. The Chairman will announce that an adjournment is necessary, the reason for it and, where appropriate, the time at which the Appeal Committee will reconvene. During adjournments, other than for lunch, the press and public should remain in the hearing room unless otherwise advised.
16. The Appeal Committee will adjourn for lunch at a convenient point in the proceedings. An indication of the length of the break will usually be given. Members of the press and public wishing to leave the venue premises during the lunch break must follow the security requirements relevant to the premises. At CIMA's offices at The Helicon this will involve signing out at reception and handing in security badges. Upon returning from lunch the signing in process should be repeated. Members of the press and public are requested not to return late from lunch, as this may disturb the resumed hearing.
17. At no time must members of the press or public approach a member of the Appeal Committee. CIMA staff will be pleased to assist with any enquiry about administrative arrangements, however any other enquiries should be addressed to Damian Kerr at CIMA, The Helicon, One South Place, London EC2M 2RB.
18. The use of recording or photographic equipment is strictly forbidden.
19. CIMA is concerned to improve its procedures and to take all reasonable measures to ensure the comfort of visitors to its public hearings. Feedback forms are provided in the hearing room for those wishing to comment on any aspect of the procedure or of experiences at a CIMA public hearing. All comments are appreciated and will be considered.