



# aiflam

AUSTRALIAN INSTITUTE OF FAMILY LAW  
ARBITRATORS AND MEDIATORS

## Mediation – Video Conferencing

1. The mediation will be conducted via video conference and may also involve the use of the telephone.
2. The mediator, parties and lawyers agree to the following:
  - a. **Not** to electronically record any aspect of the meeting on any device.
  - b. **Not** to have a support person or third-party present either on or off camera/microphone without providing prior notice and agreement from the mediator and the other party/parties.
  - c. **Not** to share the content of online chats or other documents shared with anyone who is not a party to the mediation.
  - d. **Not** to share the video or telephone conference link and or password with any person not a party to the mediation.
  - e. To immediately bring to the attention of everyone attending the meeting, if they can hear and/or see any content of a private session/break out room in which they are not meant to be included.
  - f. To ensure that children of any of the participants and anyone under 18 years of age are not able to see or hear any part of the mediation.
  - g. To ensure each participant has the required technology and Wi-Fi connection to ensure the mediation can run as smoothly as possible.
  - h. To come to the online mediation prepared as if it were in person, including being free from distraction and interruptions.
  - i. The parties agree not to message each other via the video conferencing chat or other means of communication while the mediation is being conducted.
3. The mediator will make every effort to ensure that confidentiality is maintained but cannot guarantee the above protocols will be followed. The mediator is also not liable for any privacy breaches caused due to a video conferencing privacy failure. For further information on this, please find the following link to Zoom's privacy statement protocols - <https://zoom.us/docs/en-us/privacy-and-security.html> and <https://zoom.us/privacy>