

VIDEO AND AUDIO EXHIBIT SUBMISSION AND PLAYING INSTRUCTIONS

This guide provides step-by-step instructions for submitting and playing audio and video exhibits for hearings and other proceedings before the Alcoholic Beverage and Cannabis (ABC) Board.

File format and IT questions should be directed to ABCA.IT@dc.gov.

Legal, hearing, and case specific questions should be directed to ABCA.Legal@dc.gov.

File Submission

1. Determine the file format of the audio and/or video file(s). ABCA only accepts AVI, MP3, MP4, or WAV file formats.
2. Resave the audio and/or video file(s) so the file names uses the proper naming convention using the full date of the hearing, case number, party status, and exhibit number. For example “2023-05-08 Case 23-555555 Protestant Exhibit 1”.
3. Upload the file(s) at least seven (7) business days in advance. Failure to meet the submission deadline may result in the exhibits being inadmissible.
 - Click or copy and paste into an Internet browser dcm.gov/app/box.com/exhibits.
 - Use the drag and drop uploaded or “Select Files” option. Multiple files may be selected at once.
 - Complete the online form. All fields are required. Information entered into fields 3-6 should be for the individual submitting the exhibit.
 1. Hearing Case Number
 2. Hearing Date (MM/DD/YYYY)
 3. Last Name, First Name
 4. Email Address
 5. Phone Number (*Mobile preferred*)
 - Select “Submit”

File Playing

1. The day of the scheduled hearing, test your audio and camera features, to ensure optimal sharing capability. You can do this in a test virtual hearing room on WebEx at webex.com/test-meeting.html.
2. Log into the virtual hearing room on WebEx at least 15 minutes prior to the start of your hearing time. Access links are emailed to parties the day before the scheduled hearing date.
3. When prompted, the hearing administrator will elevate relevant party’s permissions to be able to share their screen and to be able to play audio and video. To start sharing, select “Share” located at the bottom middle of your screen.