



HOW TO SUBMIT A VIDEO/AUDIO REQUEST

VIDEO AND AUDIO EXHIBIT SUBMISSION INSTRUCTIONS

Video and audio exhibits may be introduced at an Alcoholic Board Control (ABC) Board Hearing by any party. To ensure your media file can be played on the available equipment, follow these simple steps.



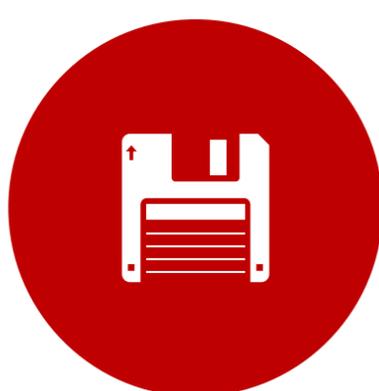
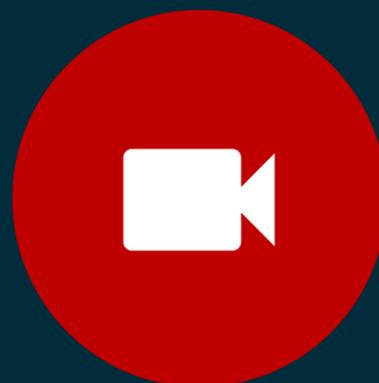
PROVIDE ADVANCE NOTICE

Submit a written request at least seven (7) business days in advance of your ABC C to legal.abra@dc.gov

CONFIRM CORRECT FILE FORMAT

All video exhibits must be a MP4, MOV, or WAV file type.

All audio exhibits must be a MP3 file type.



SAVE FILES TO A FLASH DRIVE

All media files must be saved to a flash drive and provided upon arrival at your hearing. Your flash drive will be returned to when your hearing concludes.

PLAY EXHIBITS

When prompted by the ABC Board, select the video or audio file to play from the ABRA-provided laptop. Your exhibit will play on the ABC Board Hearing Room monitors and/or sound system.



If you have any file format questions, you may reach out to ABRA's I.T. Specialist at Simone.Andrews2@dc.gov