

## Zoom Guidance for ACS Lawyer Chapters

Read below for guidance on utilizing ACS National Zoom Accounts.

*Please note that ACS staff time and resources are limited, so we encourage chapters to utilize their own online platforms if possible. Consider cosponsoring with a local ACS student chapter or local bar association that has a Zoom license.*

### Step 1 – Decide Whether to Use a Meeting or a Webinar

Zoom offers both [meetings](#) and [webinars](#) and LCs are welcome to utilize either. **Meetings** allow all attendees to be seen and heard, making it ideal for board discussions and happy hours. **Webinars** allow attendees to watch panelists and submit text questions, making it ideal for panel discussions.

### Step 2 – Confirm a Date/Time with ACS National

Please note that we (1) try to avoid scheduling events with conflicting audiences at the same time and (2) have a limited number of Zoom licenses. As such, please confirm your date/time with the ACS National Office prior to inviting panelists/attendees.

### Step 3 – Decide Who Will “Host”

The ACS National Office is happy to help chapters set-up and begin their Zoom events, but a member of the organizing LC will need to be the “host” for the meeting. Hosts have full administrative control in Zoom and will be responsible for managing any disruptive behavior/ closing the Zoom line once the event has concluded. The host will need to stay on for the duration of the event. The ACS National Office will provide assistance to first-time hosts.

### Step 4 – Send Event to ACS National/Fellow LC Leaders

When requesting a Zoom line for your event, in addition to including a description of the event, a title, a list of the speakers, and the date/time, please include:

1. The emails of the speakers (if using a webinar)
2. The name(s)/email(s) of the member(s) of the LC who will be the “host”
3. Whether you’d like a recording of the event posted on the ACS website
  - a. Please ensure that you have the consent of your panelists prior to recording

Once you have a registration link, consider reaching out to other chapters through the LC Leader listserv ([acschapterleaders@googlegroups.com](mailto:acschapterleaders@googlegroups.com)) to solicit event co-sponsors. In addition, be sure to post about your event on social media.

### Step 5 – Attend the Event

Encourage your speakers and host to sign-in to the event 5-10 minutes early to ensure that everyone’s A/V is functional and to overview any Zoom functionality with a member of the ACS National Office. If you are hosting a webinar, the host will need to start the broadcast at the appropriate time and close the line once the event has concluded.