

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 Lawyer Chapters (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. More information on using Meetings and Webinars available [here](#).

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”

Webinar. 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 Webinar. 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.

Meeting. The ACS National Office is happy to help chapters set-up their Zoom Meetings. The ACS National Office will set-up a Meeting with a passcode, which allows attendees to start and join the Meeting just by clicking the “Join Link” and entering the passcode. No ACS Staff is needed to begin the Meeting. In this scenario, Chapter Leaders will not have access to the Share Screen, Breakout Rooms, or other administrative functions (including removing attendees) since no “host” or ACS Staff Member will be on the line. If you will need these features, let the ACS National Office know. If administrative features are needed, ACS National Staff will begin your Zoom Meeting. Once the Meeting begins, ACS will designate a member of the organizing LC as a “host” for the Meeting. 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, please include the following:

1. Would you like a Zoom Meeting or Zoom Webinar?
2. Date, time, title, and description of the event.
3. Names and email addresses of speakers for the event (if using a Webinar).
4. The name(s)/email(s) of the member(s) of the LC who will be the “host.”
 - a. If the event is a Meeting, do you need an ACS Staff Member in attendance to assign hosting privileges (to utilize share screen, breakout rooms, or other administrative privileges)?
5. Would you like the event recorded? ACS can send you the link to download the recording after the event. We encourage you to post these recordings to your chapter’s social media accounts.

- 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) to solicit event co-sponsors. In addition, be sure to post about your event on social media and share with local partners, bar associations, and law students.

Step 5 – Attend the Event

Encourage your speakers and host to sign-in to the event 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.