

# Guide on Section Webinars and Discussions

*All webinars and discussions are held through Zoom.*

## What is the Difference between a Webinar and Discussion?

A Section webinar is more formal and can handle more attendees. Attendees are not visible and only the speakers are. A discussion is a zoom meeting where the attendees are visible and it is easier to collaborate.

## Why should my Section host a webinar?

It is important to keep your Section members engaged throughout the year outside of Annual Meeting. Webinars serve as a gateway for the exchange of ideas and expertise across the legal education community. Hosting a webinar can demonstrate your leadership and expand your recognition and exposure within the legal education industry.

## Who do I get in contact with to schedule a Section webinar?

To host a Section Webinar or Discussion, please fill out the following Wufoo Submission Form: <https://aalsweb.wufoo.com/forms/sndnmal0wplx06/>. Once completed, AALS will contact you to schedule your Webinar.

## What information is needed to host a webinar?

We will need the following information from you to host a webinar:

- The name of your Section
- The moderator's name and email
- Webinar Title
- Description (150 words or less)
- The names and emails of all Speakers/Panelist

## What exactly do I have to do to create a webinar?

Other than providing the information detailed above, AALS will manage and coordinate the execution of live webinars hosted by your Section. AALS Staff will: create a registration page for your webinar; create the webinar page on your Section Public Facing Webpage; host a webinar rehearsal for all panelists/guest speakers (*if requested*); providing technical support the day of the webinar; record the webinar; post the webinar replay on your Section's webpage following the event; and distribute a Webinar evaluation to all individuals who attended the live event (*if requested*).

## How long are webinars normally and where will it take place?

Section Webinars vary in length; however, we recommend anywhere from 45 minutes to 90 minutes. All AALS Section Webinars will be administered through Zoom.