



# 2021 CORPORATE COUNSEL COLLEGE - TIPS FOR PARTICIPATING (GENERAL AND NETWORKING)

## GENERAL PARTICIPATION TIPS

The Corporate Counsel College will begin promptly at 10:00 a.m. CDT on April 15 and April 16 on Zoom Webinar. Please read and follow the instructions below:

- Prior to the event:
  - Please ensure that you have most current Zoom software installed (select "Zoom Client for Meetings" - [zoom.us/download](https://zoom.us/download)).
  - For the best attendee viewing experience, please ensure that you have a steady internet connection. (Ethernet connection is better than WiFi, but strong WiFi is suitable. If possible, view outside of the Cloud or a VPN connection.)
- On the event days (April 15 and 16):
  - When you join Zoom, it will be silent before live Opening Remarks begin.
  - Your audio is automatically muted when you join and your video will be off for the duration of the panel programming in Zoom Webinar. For the networking event on April 15 at 4:35-5:35 p.m. in Zoom Meeting, you will be able to turn your audio and video on to participate.
  - List your full name as your Zoom screen name. To edit your screen name for your Zoom profile, you will first log in, hover over your name, and click "Rename" to change your screen name.
  - It is suggested that you select full screen under "View Options" at the top of your screen for optimal viewing.
  - Please direct questions to the panel presenters in the Q&A box. There will be a 15 minute live Q&A session following the panel recordings. The moderator will select the questions to orally ask the panel from those submitted through the Q&A box. You may continue to submit questions to a specific panel until their live session is over.
  - After each Q&A session, you will be asked to take a one question poll to verify your attendance for CLE credit. Please answer the poll question when prompted.
  - If you have a technical question or issue, please send a chat message through that feature to Ryan Neal, the Webinar Co-Host and Zoom technician.
  - If you need to leave the Webinar at any time, simply use the same Zoom link to rejoin when you are able. Please note that you if you do not attend a full panel session that you should not include that time on your CLE certificate of attendance when you add your total hours attended.
- **PLEASE NOTE**: When Thursday's programming is finished, you will need to close out of the Zoom Webinar window tab in order to open the Networking and Breakout Reception Zoom meeting link.



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## NETWORKING AND BREAKOUT RECEPTION (APRIL 15) PARTICIPATION TIPS

- When you join Zoom, your video will be on and your audio will be automatically muted. However, you will have the ability to unmute yourself once you've entered the event.
- List your full name as your Zoom screen name (see tip above).
- After joining the event's main room, there will be a brief welcome before automatically being moved by the host to your first 30-minute breakout room.
- As the end time nears in your first breakout, you will receive a notification that the room is about to close. When time is up, you will manually move yourself to your next breakout room.
- To move yourself to your next breakout room, click on the "Breakout Rooms" link in the Zoom menu bar and select your next room. If you are unable to move yourself to your next breakout room, simply return to the main room and an IADC staff member will assist you.
- Once the second breakout room ends, you will be brought back to the main room for brief closing remarks.
- **PLEASE NOTE: Outside counsel attendees and their in-house guest(s) will be paired in the same breakout rooms. Your breakout room assignments will be emailed to you prior to the event.**

For more information on CLE credits and filing, speaker details, and more, please visit the [Corporate Counsel College Attendee page](#).