AALS Guide on Section Webinars

Why should my Section host a webinar?

It is important to keep your Section members engaged throughout the year outside of Annual Meeting. This is especially true now more than ever since many of us are working remotely and can use human connection. 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, please fill out the following Wufoo Submission Form: https://aalsweb.wufoo.com/forms/rui6i3o0q1vtyk/. 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);
- Three Learning Objectives; and
- 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 on 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
- 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 30 minutes to 60 minutes. All AALS Section Webinars will be administered through Zoom.

I would like to share slides during my webinar, does AALS have a template that I can use?

Yes, a Webinar PowerPoint Template is available on the Section Officer Resources Page under Section Events. The number of slides and layout can be modified to your preference, the one provided is a sample.

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