## AALS Section Discussions

## What is a Section Discussion?

Section discussions are designed for Section members to come together to discuss topics of interest and share ideas. Discussions are in a Zoom meeting format and are less formal than a Webinar.

## How do I sign my Section up for one?

If you are thinking about hosting a Section Discussion, we ask you please let AALS know 2-3 weeks in advance so we can create the registration page and you can market your Social Event to your members via Discussion List. The registration link to the event will be available on the Section Discussion Page on the AALS website under Upcoming and on your individual Section webpage. Typically, Discussions are 60 minutes, but can be longer. To host a Section Discussion, please fill out the following Wufoo Submission Form: <a href="https://aalsweb.wufoo.com/forms/s1axh68i12v54dv/">https://aalsweb.wufoo.com/forms/s1axh68i12v54dv/</a>. Once completed, AALS will contact you to schedule your Discussion.

Registration: Registration is required for attendees. AALS will send you an update on the registration count periodically.

Day of: The day of the event, we ask that the host/moderator join the session 10 minutes prior to the event starting. AALS will check your visual and audio to make sure you look and sound great and answer any last-minute questions. We will make you co-host and anyone else you would like to include. An AALS Staff member will be available throughout the session should you need technical support.

*Breakouts*: You can have breakouts – I will just need to know how many and if you would like the attendees randomly picked for the rooms.

*Polls*: You can have polls during the Discussion. Please let AALS know in advance the polling questions you would like to ask and the list of possible answers.

## What to expect:

AALS will create a registration page for the event. AALS staff will monitor the discussion by letting people in from the waiting room, provide any technical support, record the discussion, etc. All speakers will be made co-hosts and will receive the registration numbers before the event. Any recordings will be added to the AALS YouTube and your Section pages.