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. 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/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);
- 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 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.

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.

Last Revised March 2023