

Best Practices for Participants

There are multiple ways to interact with speakers and other attendees. The following best practices are recommended to ensure that your selected virtual sessions are as smooth and productive as possible.

Before the Virtual Sessions

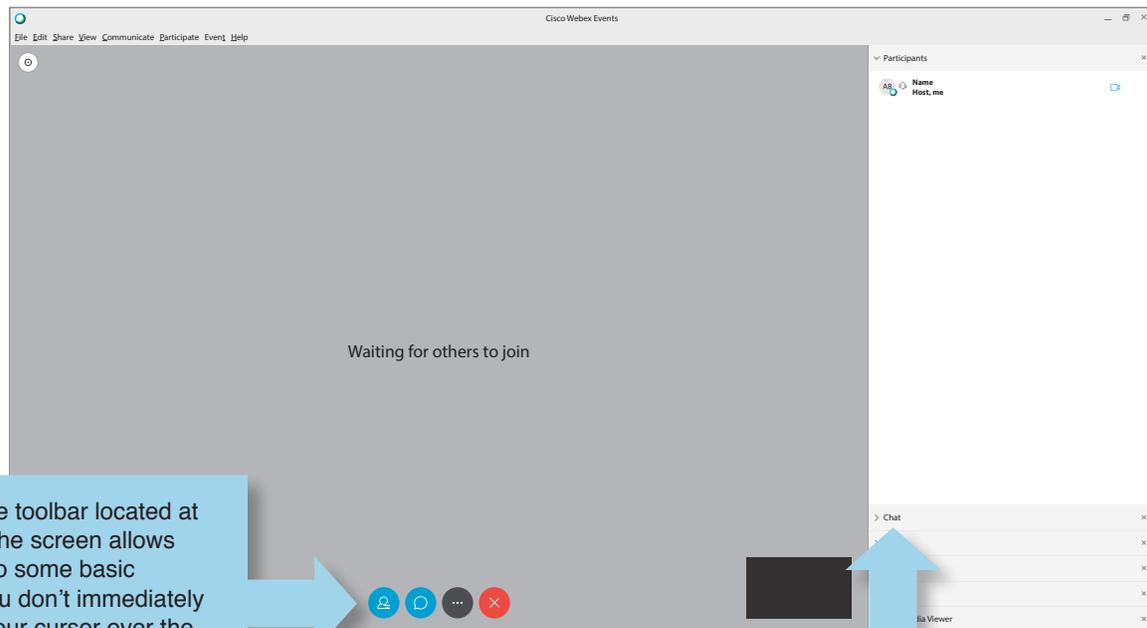
- Register for the ATA Litigation Center’s Virtual Trucking Legal Forum.
- Once fully registered, you will receive an email confirming your registration which will provide you with a link to sign up for each session you wish to virtually attend via Webex. You will receive a Webex confirmation email which contains a unique link for each session.
- Accept the calendar invitation included in the Webex confirmation email. This includes important information required to join the meeting, such as the meeting number/URL and password.
- Get familiar with Webex. Use the [Webex Test Meeting](#) to practice connecting audio and video, and using the Participant Chat, Q&A and Polling panels/features. *Note that only speakers will be on camera. You’ll be able to see them but they won’t see you.*

The Day of the Virtual Sessions

- Find a place with good internet or cellular service and little background noise.
 - If you are in a public place, it is recommended that you use a set of headphones with a built-in microphone.
- Be on time. If possible, join the session 10-20 minutes prior to the starting time. We hope everyone will use this time to interact with presenters and fellow attendees.

THE VIRTUAL SESSION ROOM

When you join a session, the meeting room will look similar to this:

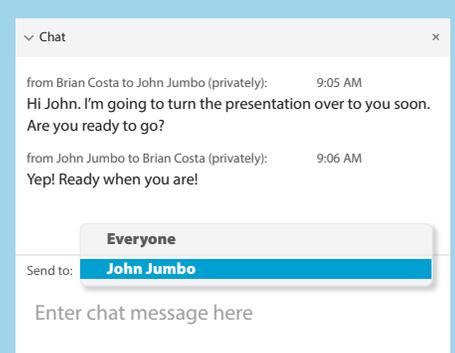


Toolbar – The toolbar located at the bottom of the screen allows quick access to some basic functions (if you don’t immediately see it, hover your cursor over the bottom of the page and the toolbar will appear):

-  View/hide participants panel
-  View/hide chat panel
-  Additional panels
Reconnect to audio
-  End meeting

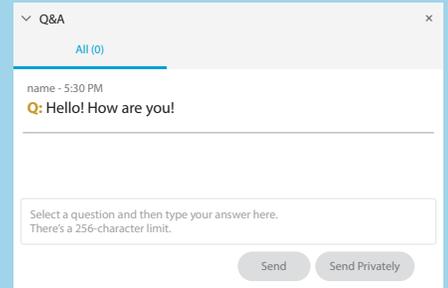
Chat – Allows users to send text-based messages without interrupting the session.

1. Use the “Send to” dropdown menu to select whether you want your message to go to everyone, a speaker or a specific participant. Messages to specific participants are kept private, but are saved by the system.
2. Type your message in the text box.
3. Hit ENTER.



Q&A – During the designated Q&A times, attendees have the option to ask questions by “raising a hand” or by typing a question into the Q&A window located on the right side of the screen.

- To “raise a hand”, click on the hand icon on the right side of the screen 
- If you don't see the Q&A window in the right corner, hover your cursor over the bottom of the screen and click on the three dot (...) icon, then click on Q&A, the Q&A window should then appear. Be sure to click on “send.”



Q&A

All (0)

name - 5:30 PM

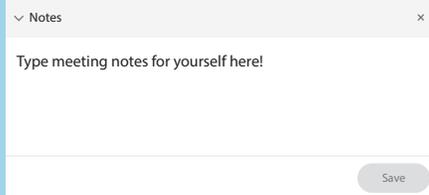
Q: Hello! How are you!

Select a question and then type your answer here. There's a 256-character limit.

Send Send Privately

Waiting for others to join

Notes – Record personal notes here. When you are done, click SAVE and you will be able to save your notes as a .txt file.

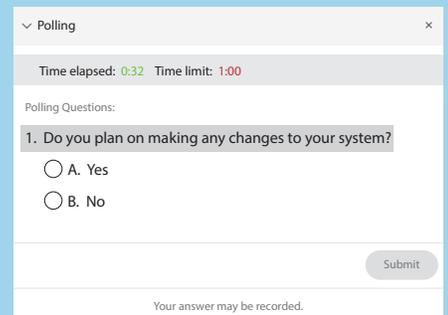


Notes

Type meeting notes for yourself here!

Save

Polling – Speakers can interact with attendees through polls or asking for feedback. Speakers may use this feature periodically to record attorneys' attendance for CLE purposes so please find and test the function.



Polling

Time elapsed: 0:32 Time limit: 1:00

Polling Questions:

1. Do you plan on making any changes to your system?

A. Yes

B. No

Submit

Your answer may be recorded.

ATTENTION ATTORNEYS

Many State Bars require that providers of virtual continuing legal education (like the ATA Litigation Center) periodically verify and record attorneys' active attendance during each session.

To do that it will be essential that you:

1. Register for each session you plan to attend and for which you plan to receive credit
2. Do the [Webex Test](#) in advance so you know your system is compatible and you don't need to download any software to use this platform
3. Find and acquaint yourself with the following features:
 - a. Hand raise and Q&A
 - b. Polling
 - c. Chat
4. Listen for audio codes – some State Bars require presenters to periodically provide a code during the virtual session. Attendees seeking CLE credit in those states will need to write down the code and later include it in the form submitted for credit to the State Bar.

Two weeks prior to the Virtual 2020 Trucking Legal Forum, the ATA Litigation Center will post online (with a link on <https://ataforum.trucking.org>) and email each attorney registered with the state rules related to virtual CLE requirements. We will also note whether we have received final approval from the State Bar.