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**WEBINAR SPEAKER
HANDBOOK**



**Federal Bar
Association**

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INTRODUCTION

We are glad to hear about your interest in presenting a webinar. Below is important information about our webinars.

The process is simple and the technology is user-friendly. Speakers can present the webinar in the comfort of their own office or workspace. If there are multiple speakers, they do not need to present from the same location. All that is needed is a computer with internet access and a phone with clear sound in a quiet space.

WEBINAR PROCESS

1. Confirm a webinar date with the CLE Administrator, Latisha Harrison, at lharrison@fedbar.org.
 - a. Webinars are typically done on Wednesdays from 1:00-2:00 p.m. EDT (flexible).
 - b. Select a 1st & 2nd choice from the provided list of available dates.
 - c. CLE Administrator will confirm date.
2. Five weeks prior (or earlier) to confirmed webinar date
 - a. Send course summary information to the CLE Administrator (see page 7).
 - i. Course title
 - ii. Brief course description (1-2 paragraphs)
 - iii. Brief speaker bios (500 characters or less)
 - iv. Signed speaker release form (see page 9)
3. Four weeks prior to webinar, online registration opens.
 - a. Once your date is confirmed and the requested information is received, your webinar will be posted on the FBA website for registration to begin.
4. One week prior to webinar, please send the following information to the CLE Administrator.
 - a. Please send:
 - i. Final PowerPoint presentation
 - ii. Timed Agenda (see page 8)
 - iii. Practice Area(s) (see page 4)
 - b. Test System
 - i. You will receive an email with a link to test your computer for compatibility and details for dialing in and logging on. You should see the image to the right after testing for compatibility.
5. Day of webinar:
 - a. All speakers/moderators will dial-in and login 30 minutes prior to webinar start time. This allows an opportunity to go over how to advance the slides, respond to chat questions, introduction preferences, and test the sound quality so the webinar may start on time.
6. After webinar:
 - a. Immediately following the webinar, attendees will receive an email from FBA staff with a link to the survey, a copy of the materials, and CLE instructions (if applicable).

REQUIRED MATERIALS

Please note that all submitted materials should be turned in organized and ready to use according to the guidelines provided. This will help to process your webinar request and get registration open in a timely manner. If the requested materials do not meet the requirements they will be returned for you to revise.

Course Summary

The course summary is required to confirm your webinar date. Please send the course title, brief course description, and speaker titles and bios in one concise Word document (see sample on page 7). The course information should be in its final draft and ready for use. Please ensure it complies with all the below requirements.

Course Title

This is the title of the course/webinar. Please list the title as you want it to appear online.

Course Description (1-2 paragraphs)

The course description is a brief summary of what the course/webinar is about and what will be covered. It should be one to two paragraphs maximum.

Speaker Titles & Bios (500 characters or less)

Please list each speaker's name, title, company, & city/state. Then below the list of names and titles provide a brief bio for each speaker (500 characters or less). Please do not attach a separate bio for any speakers. All speaker bios should be provided within the Word document and edited to fit the 500-character limit per bio.

Practice Area

When submitting your course information please list one or more applicable practice areas from the list below.

Administrative Law & Regulation

Admiralty & Maritime Law

Agriculture & Animal Law

Alternative Dispute Resolution

Antitrust & Trade Regulation

Aviation & Transportation Law

Banking & Finance Law

Bankruptcy & Creditors Rights

Biotechnology & Life Sciences

Business Organizations & Contracts

Communications & Media Law

Complex Litigation

Constitutional Law

Construction Law

Corporate & Securities

Criminal Law & Procedure

Education Law

Elder Law

Election, Campaign & Political Law

Employee Benefits & Compensation

Employment Law

Energy & Natural Resources Law

Entertainment & the Arts

Environmental Law

Estate Planning & Probate

Family Law

Government Claims & Military Law

Government Contracting

Healthcare & Pharmaceutical Law

Immigration & Naturalization Law

Information Technology Law & E-Commerce

Insurance Law

Intellectual Property Law

International Law & Global Trade

Labor Law

Litigation & Appeals

Mergers & Acquisitions

Native Populations & Tribal Law

Personal Injury & Negligence

Real Estate Law

Social Security & Disability Law

Sports Law

State, Local & Municipal Law

Tax Law

Tourism & Gaming

Trial Skills

UCC & Secured Transactions

Workers' Compensation

Timed Agenda

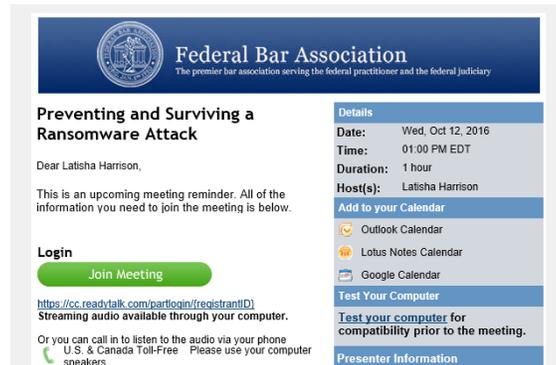
The timed agenda is a list by topic which includes the timeframe to be spent discussing each topic. The start and end time should be listed for each topic. The full agenda should equal the total time of the webinar. For example, if it is a 60 minute webinar the agenda should cover the full 60 minutes. This is necessary for CLE purposes (see example on page 8). The Timed agenda is due one week prior to your webinar.

PowerPoint

The PowerPoint presentation does not need to be on a special template. Please note that the webinar system is not compatible with animations or transitions in the slides. It will display each slide as an image. If you have a video that you would like to play, please be sure to discuss when scheduling your webinar as the system capabilities are limited in regard to video. We can test to make sure your video plays properly in advance of your webinar date. The PowerPoint agenda is due one week prior to your webinar.

READYTALK SYSTEM

We use an online system called ReadyTalk. The ReadyTalk platform is user friendly and easy to use. About a week prior to the webinar, you will receive a registration confirmation from ReadyTalk which will have a “join now” link that you will use on the day of the webinar to log into the system.



The screenshot shows an email invitation from the Federal Bar Association for a webinar titled "Preventing and Surviving a Ransomware Attack". The email is addressed to Latisha Harrison and includes a "Join Meeting" button, a "Login" section with a URL, and a "Test Your Computer" section with a link to test compatibility. A sidebar on the right provides details such as the date (Wed, Oct 12, 2016), time (01:00 PM EDT), duration (1 hour), and host (Latisha Harrison). It also offers options to add the meeting to various calendars (Outlook, Lotus Notes, Google) and provides presenter information.

You will also receive in an email from the CLE Administrator with a link to test your system for compatibility. You will receive a green check mark if your system is compatible. If you do not receive the green check, you may need to download a plug-in. Follow the prompts given to do so. Please do this test prior to the webinar in case you need assistance from your IT department/consultant for any permissions in downloading the plug-in. If you experience any issues with this test, please notify the CLE Administrator, Latisha Harrison, at lharrison@fedbar.org.

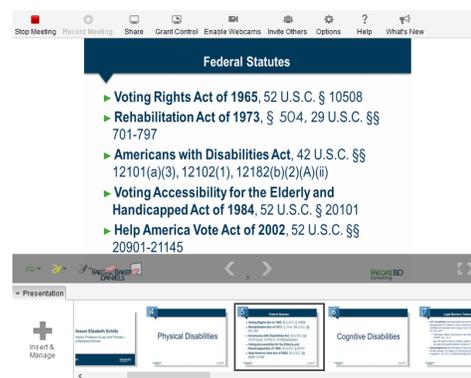
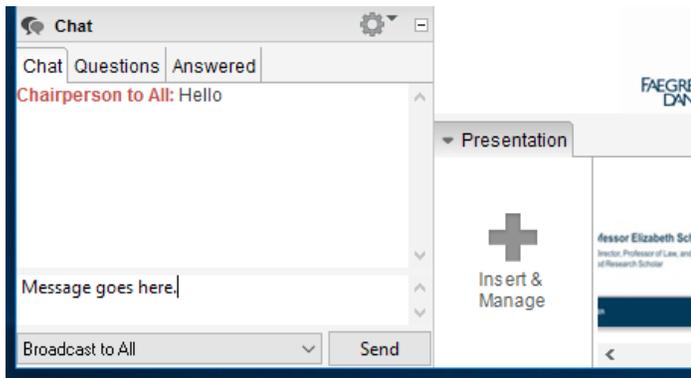


The Test Was Successful.
You can Host and Attend web meetings using this computer.

Federal Bar Association

Webinar Speaker Handbook

In a separate email you will receive a dial-in number and conference ID number that is strictly for the speakers and your FBA staff liaison so you can speak in a subconference before the webinar begins. Thirty minutes prior to the webinar start time you will login to ReadyTalk using the join now link and dial-in to the conference number mentioned above. In the subconference you will have the opportunity to practice advancing the slides, receive instructions on responding to chat questions, and test the sound quality of your phone/speaker/mic. This gives the opportunity for the webinar to begin on time.



If you have any additional questions or concerns, please feel free to contact Latisha Harrison, CLE Administrator, at lharrison@fedbar.org or (571) 481-9108.

APPENDIX

Appendix I: Course Summary Sample

Capturing Webpages as Evidence: The Risks and Best Practices You Need to Know
January 13, 2016 1:00-2:00PM

Practice Area(s):

IT Law and E-Commerce, Criminal Law and Procedure

Course Description:

Today, the collection of online evidence is a crucial aspect of many cases. Even before litigation begins, both plaintiff and defense frequently scour the Internet to build a case for or create a defense against an anticipated lawsuit. The search continues throughout the case.

Attorneys looking to capture and admit online content must consider the ephemeral nature of the Internet and the authentication challenges specific to web-based content. This presentation will discuss the different approaches courts have used to evaluate the admissibility of online evidence. In addition, we will examine the ways to authenticate web evidence under Federal Rules of Evidence (FRE) 901. Finally, the presentation will explore the different methods of capturing online content and outline best practices for capturing, storing and presenting web evidence.

Speaker Bios:

Patrick Schweih is the Vice President of Customer Solutions at Page Vault and helps legal professionals capture website evidence with Page Vault. Patrick holds a mechanical engineering degree from the University of Notre Dame and a JD from the Chicago-Kent College of Law. Patrick is a licensed attorney in Illinois, and is a member of the Northern District of Illinois General Bar. He is also licensed to practice before the US Patent and Trademark Office. Patrick practiced Intellectual Property law in Chicago for several years before establishing his own legal consulting practice to help luxury brands find and prosecute counterfeits of their products online.

Jeffrey Eschbach is the CEO and founder of Page Vault, a company dedicated to bringing cloud-based business solutions to the legal space. Page Vault's flagship product permits lawyers to easily capture webpage content in a way that is also highly admissible in court. Before starting his current company, he gained over 15 years of high-tech innovation experience at best-in-class corporations such as Intel Japan and Motorola Research Labs. Jeffrey has earned seven patents related to cloud-computing, and has repeated success in developing easy-to-use solutions to complex problems. He is a National Science Foundation Fellow and earned both his BS with distinction and MS in Electrical Engineering from Purdue University. Jeff later received his MBA with highest honors from Northwestern's Kellogg School of Management, focusing on Entrepreneurship and Tech Strategy.

Appendix II: Timed Agenda Sample

Cybersecurity Compliance Strategies

Rachel V. Rose, JD, MBA
Federal Bar Association Webinar
April 13, 2016

Timed Agenda:

1:00-1:05 PM

- Introduction of speaker and topic.
- Process for obtaining CLE credit.

1:05 – 1:15

- DOJ Guidance on Compliance Programs
- Yates Memo

1:15 – 1:30

- Cybersecurity Overview
- Key Terms and Standards

1:30 – 1:50

- Respective laws and guidance related to cybersecurity across an array of government agencies and industries
- Breaches

1:50 – 1:55

- Take-aways
- Tips to mitigate risk

1:55 – 2:00

- Questions
- Closing CLE Information

Appendix III: Speaker Release Form



Federal Bar Association

Webinar Programs

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WHEREAS the presenter named below (the “Presenter”) has prepared or compiled, or will be preparing or compiling, certain material (the “Work”) for continuing legal education (“CLE”) programs presented, or to be presented, by Federal Bar Association or its successors and (hereinafter, collectively, “FBA”) (the “Presentation(s)”); and

WHEREAS Presenter may appear at such Presentations and may participate in presentation of information related to the Work at such Presentation(s);

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Printed Name: _____

Signed: _____

Date: _____