



## Elisabeth Haub School of Law

### Criteria and Application for Zoom Webinar License

A Haub Law Zoom Webinar license is available and is to be used sparingly, since virtually any event can be run as effectively as a Zoom meeting by event planners. A Webinar is overseen by someone not involved with the event, so we should hold as many events on the Zoom meetings platform as possible out of respect for staff time. If you have any questions on how to use Zoom meetings for your events, please contact Antonio Soares at [asoares@pace.edu](mailto:asoares@pace.edu).

To qualify for use of the Webinar license, a Haub Law event planner should meet these criteria:

- The event is sponsored or co-sponsored by Haub Law (the license is not available to outside groups).
- A Haub Law event planner must provide a full description of the event, including content, panelists, date, start and end time and expected audience.
- If the event is expected to have fewer than 300 attendees, we suggest that you consider the Zoom meeting platform for the event. Any questions on how to use Zoom meetings for your events can be addressed to Antonio Soares at [asoares@pace.edu](mailto:asoares@pace.edu).
- The webinar event cannot exceed 500 participants, including panelists and host.
- Haub Law event planners must make available a staff or faculty member from Haub Law to operate as a host for the event. This person will be responsible for being present during the entire event and also managing the technology during the entire event.
- If not already completed, the identified host must schedule time to go over the logistics of being a host with Greg Likens. This can be scheduled directly with Greg by emailing him directly at [glikens@law.pace.edu](mailto:glikens@law.pace.edu).
- The event cannot conflict with -- and is not scheduled within a half hour of -- another event already reserving the webinar license (time between webinar events is necessary for setup).
- The Webinar request must be submitted at least 10 business days before the event.

*Note: The Webinar license is also available for an event that Dean Anderson determines to be a signature Haub Law event, such as a named annual lecture.*

To apply for the webinar license, please fill out the form below and email it to Jessica Dubuss, [jdubuss2@law.pace.edu](mailto:jdubuss2@law.pace.edu).

## Webinar License Application

Webinar Event Requester's Name:

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Will you be hosting/managing the event?  Yes  No

If no, please provide the name and email address of the Haub Law faculty or staff member that will be hosting the event:

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Webinar Event Title:

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Date Requested:

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Start Time/End Time:

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Event Description:

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Do you want to record the event:  Yes  No

Number of anticipated attendees, including panelists:

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Names and email addresses of all panelists, including the Haub Law event host:

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Please indicate which of the following information you would like included on the event registration page:

- |                |                                   |   |                             |
|----------------|-----------------------------------|---|-----------------------------|
| Last Name      | <input type="checkbox"/> Required | <input type="checkbox"/> Yes but not required | <input type="checkbox"/> No |
| First Name     | <input type="checkbox"/> Required | <input type="checkbox"/> Yes but not required | <input type="checkbox"/> No |
| Address        | <input type="checkbox"/> Required | <input type="checkbox"/> Yes but not required | <input type="checkbox"/> No |
| City           | <input type="checkbox"/> Required | <input type="checkbox"/> Yes but not required | <input type="checkbox"/> No |
| Country/Region | <input type="checkbox"/> Required | <input type="checkbox"/> Yes but not required | <input type="checkbox"/> No |
| State/Province | <input type="checkbox"/> Required | <input type="checkbox"/> Yes but not required | <input type="checkbox"/> No |
| Zip Code       | <input type="checkbox"/> Required | <input type="checkbox"/> Yes but not required | <input type="checkbox"/> No |
| Phone          | <input type="checkbox"/> Required | <input type="checkbox"/> Yes but not required | <input type="checkbox"/> No |
| Industry       | <input type="checkbox"/> Required | <input type="checkbox"/> Yes but not required | <input type="checkbox"/> No |
| Organization   | <input type="checkbox"/> Required | <input type="checkbox"/> Yes but not required | <input type="checkbox"/> No |
| Job Title      | <input type="checkbox"/> Required | <input type="checkbox"/> Yes but not required | <input type="checkbox"/> No |

***\*You can also add other fields/questions you would like answered by registrants\****

Your panelists and registered attendees will receive a reminder one hour prior to the scheduled event. Do you wish for them to receive another reminder 1 day before the event and/or 1 week prior to the event? If yes, specify which or both.  1 day  1 week

Please note that the Haub Law logo (above) will be used and will appear at the top/right of every registration and email invitation. Along with this fillable form, please submit any additional logos/branding/photos for the event that may be used as a banner.

## RECORDING DISCLAIMER FOR ZOOM SESSIONS

When recording Zoom sessions that will be posted on publicly available websites, the following disclaimer should be used both in any communications about the event (ie: advertisements and/or confirmation emails) and displayed on a slide prior to, or at, the beginning of the event. Please customize the disclaimer with the pertinent information in the last sentence.

- “By participating in this webinar, you automatically, permanently, and irrevocably consent to Pace University’s (the “University”) recording of audio and visual content presented during the webinar and further consent to the University’s subsequent posting of the recording on University-operated websites. The audio and visual recording of the webinar includes, but is not limited to, documents and materials exchanged or viewed during the webinar session as well as questions asked and answers provided by participants during the webinar session. At the conclusion of the webinar, the webinar audio and video recording may be made available until ***[enter date when content will be removed]*** at ***[enter URL(s) of site(s) where content will be hosted]***.”

***Please note: Once the webinar event is created, the host and the panelist(s) will receive a notification of the creation of the event.***

Questions? Please email Jessica Dubuss, [jdubuss2@law.pace.edu](mailto:jdubuss2@law.pace.edu)