



Elisabeth Haub School of Law

CRITERIA AND APPLICATION FOR ZOOM WEBINAR LICENSE

The Law School's Office of External Affairs is responsible for managing the Haub Law Zoom Webinar license. Since most virtual events can be run just as effectively as a Zoom meeting, the Webinar license is to be used on a limited basis only for events that qualify and departments requesting it must designate a trained staff/faculty member to oversee the Zoom event. Although Zoom Meetings and Zoom Webinars provide comparable features, there are some differences to be aware of when deciding which tool best suits your need. Please view this [comparison chart](#) for features to help you decide what is best for your needs. If you have any questions on how to use Zoom meetings for your events, please contact the Pace University Ed Media team for guidance.

Please ensure your event meets these criteria in order to qualify for use of Haub Law's webinar license:

- The event must be sponsored or co-sponsored by Haub Law (the license is not available to outside groups).
- A staff or faculty member must be designated to operate as a host for the event. This person must be present and manage the technology (including managing panelists, participants and the chat) during the entire event.
- If the event is expected to have fewer than 300 attendees, we suggest that you consider the Zoom meeting platform. Any questions on how to use Zoom meetings for your events can be addressed to the Ed Media team.
- The webinar event cannot exceed 1000 participants, including panelists and host.
- The event must not conflict with – or be scheduled within a half hour of – another event already reserving the webinar license, as time between webinar events is necessary for setup. Contact Samantha Coppola to confirm the schedule of events at: scoppola@law.pace.edu
- If not already complete, the designated host of the event must schedule training to ensure full understanding of their role as the host. Contact Greg Likens at: glikens@law.pace.edu
- A full description of the event, including content, panelists, date, start and end time and expected audience must be provided using the form below.
- The Webinar request must be submitted at least 10 business days before the event.

WEBINAR LICENSE USE APPLICATION

Submit completed form to Samantha Coppola: scoppola@law.pace.edu

Webinar Event Requester's Name: _____

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/managing the event: _____

If not the host, please provide the name and email address of the Haub Law faculty or staff member that should be used for communication about the event (panelist email invites, registration email invites, and reminder emails per below): _____

Webinar Event Title:

Date of Webinar Requested: _____

Start Time: _____ End Time: _____

Event Description:

Do you want to record the event: ☐ Yes ☐ No

Number of anticipated attendees, including panelists: _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Please note: Once the webinar event is created, the host and the panelist(s) will receive an email notification of the creation of the event and their invite with link to join. Webinars will have a “practice session” enabled so that the host and panelists can join 30 minutes prior to the start of the webinar to test video and microphone, to test sharing a screen if applicable, and to go over the run of show prior to starting the webinar.

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

Please note: Email Address and First Name are required by default.

Last Name ☐ Required ☐ Yes but not required ☐ No

Address ☐ Required ☐ Yes but not required ☐ 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.

INSTRUCTIONS FOR LIVE TRANSCRIPTION ON ZOOM

All zoom events at Haub Law – whether webinars or regular zoom meeting – should have closed captioning available. It is the responsibility of the host running the zoom to enable "live transcript" which is the term used in Zoom for closed captioning. Live transcription cannot be enabled prior to the event and needs to be enabled as the event starts. NOTE: live transcription is not fully ADA compliant but does provide a good option for captioning. [View step-by-step instructions.](#)

Questions? Please email Samantha Coppola: scoppola@law.pace.edu