

## ZOOM REGISTRATION Q&A

Please click on the link in the email you just received and you will be redirected to the Zoom platform. Complete the registration form completely, using the legal name you are registered under as an attorney, and double-check your choices for typos before you submit the form. The agency field is a drop-down box with as complete a list as I could create for state agencies. Please choose the correct agency, so the billing will be accurate.

Once you submit the form, you will receive a confirmation email from [no-reply@zoomgov.com](mailto:no-reply@zoomgov.com) that your registration is complete. The email address is a Zoom-generated one and you cannot reply to it. If you have any questions, you will need to contact Tanner Asbury at [tanner.asbury@ks.gov](mailto:tanner.asbury@ks.gov). The confirmation email will provide you with a link to join the meeting on April 8. Please note the link will not work until April 8, so clicking on it in advance will not result in opening the webinar, since it is a live event.

Please save the confirmation email as proof of registration and to have the Zoom link available to join the webinar on April 8. If the confirmation email does not arrive in your inbox, please check your spam/junk folder. Move the email from Junk to Inbox and open and click on the link to register. Save the email in an Outlook folder you can access to join the webinar.

**ELECTRONIC DEVICES:** When you register, please make sure you are using the SAME computer/laptop, etc., you plan to watch the webinar on. Zoom will record your IP address so we can track attendance electronically and report same to KSCLE. IT IS IMPERATIVE YOU USE THE SAME COMPUTER FOR REGISTRATION AND FOR WATCHING THE WEBINAR. Using a different one will not work as Zoom will not have a record of a different device, only the IP address of the device you registered on. If you need to switch what device you will be using for any reason, simply re-register on the device you will be using and join the meeting from the link you'll get in a confirmation email.

Likewise, DO NOT allow another individual to register you and send you the link. It will not work for the same reason that it will not be able to identify your device's IP address and your attendance will not be recorded nor will your poll answers and you will not receive credit. You must register yourself on the device you'll use to watch or re-register on a different device.

You will be able to play the webinar on any device from any location using the Zoom link. Please make sure all other programs on your device are shut down to allow sufficient memory to run this webinar. Do not attempt to do other work or have Outlook open. The videos take up an enormous amount of memory and may not run properly if you have other programs open. We recommend that you clear your browser history and cache prior to the webinar. Please contact your agency IT contact for assistance with any technical issues. We do not have a way to troubleshoot individual PCs.

If you have not used Zoom before, please click on this link to view a very short video on how to join a Zoom meeting: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>.

You will be able to join the webinar at the appropriate date and time. Please plan to join the Zoom meeting 10 minutes prior to the start of the webinar to make sure you are able to link in. We will open the webinar at 9:00 a.m. If you have difficulty linking in or lose the Zoom connection for any reason, please email me immediately so I can assist you in getting reconnected. I will be monitoring the webinar all day to handle any problems that occur.

**ATTENDANCE POLLING:** In lieu of submitting an affidavit, attendance polling will be conducted for each session. This will serve as verification of your attendance. You will need to answer a poll sometime during each session. If you are unable to submit the poll, please email me immediately so I have a record of that. It will be very helpful in verifying attendance.

**ELECTRONIC WEBINAR MATERIALS:** The speaker biographies, outlines, and other materials will be available on our web site at <https://admin.ks.gov/offices/chief-counsel/continuing-legal-education> as separate documents. The agenda and flyer will also be posted there for your convenience.

Electronic copies of all the PowerPoint presentations in pdf format will be available as they are received from speakers so you may download documents in advance. Presentations may be updated by the speaker, and we will post the latest version of presentations as they are available to us. The link to the webinar materials will remain open for a week following the webinar, and then the website page will be closed. I maintain an archive of all materials from our webinars/seminars, so if there is something you would like to have, please email me and I will provide it to you.

Direct any questions about registration and attendance to Tanner Asbury at [tanner.asbury@ks.gov](mailto:tanner.asbury@ks.gov).