

## PIABA Annual Meeting Virtual Registrant Guide

1. If you have not used Zoom, download it now at <https://zoom.us/download>. Select the Zoom Client for Meetings download. For help downloading Zoom, contact Tiffany at [tzachary@piaba.org](mailto:tzachary@piaba.org), on or before 10/15/2020.
2. All Registrants will receive an email with their personal Annual Meeting Schedule. The Schedule will include your name, email address, time zone, session details, individual Zoom session links, and Zoom meeting IDs and passwords.

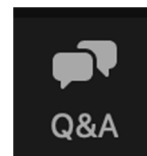
### Mickey Mouse Annual Meeting Schedule

Registered Email: [mmouse@disney.com](mailto:mmouse@disney.com)

Tuesday, October 20, 2020

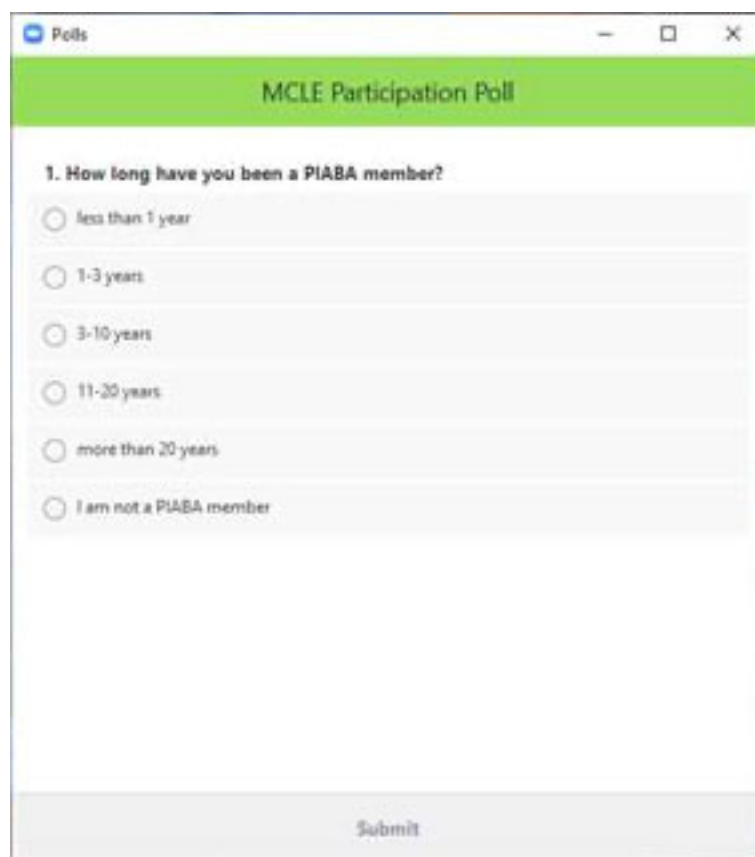
Eastern		Session	Meeting Link	Meeting ID	Passcode
Start	End				
12:00 PM	12:30 PM	SL01 - Case Law Roundup, Scott Eichhorn, Elissa Germaine	<a href="#">Zoom Meeting Link</a>	917 1783 0249	290725
12:30 PM	12:35 PM	BREAK			

3. Registrants are required to access the meeting with the email address on the schedule. **Attempting to access meeting sessions with any other email address will prevent access to programming.**
4. The schedule will include the Registrant's time zone. All meeting times are denoted in that time zone.
5. There are two ways to access Zoom Webinars
  - Select the link on the schedule to access the individual sessions (*links are personal for each attendee and should not be shared*), or
  - Open Zoom and manually join a session by inputting the meeting ID and password provided for each session.
6. Every session has an individual Zoom link/meeting ID and password. At the conclusion of one session, Registrants are required to join the next session by selecting the link or manually inputting the Session ID and password. **This is required for CLE reporting purposes.**
7. Registrants will not be seen or able to talk during the webinars.
8. Questions will be submitted through the Q&A feature. To ensure questions are answered, the PIABA Staff Member assigned to the webinar, Session Moderator, and to the extent possible, Speakers will monitor the Q&A feature. If questions are similar in nature, the Moderator may restate those questions as one.
9. An Annual Meeting Survey will be emailed at the conclusion of each day. Surveys are mandated by most States providing CLE credit. Registrants are asked to complete and timely submit the daily Surveys.



## Continuing Legal Education

1. Every effort has been made to comport with the most stringent participation and reporting requirements.
2. As noted in #2 above, Registrants are required to access each session individually with the email address provided during the registration process. Registrants may not share a computer/screen and receive CLE credit as Zoom will not provide all the individual participation reports required for CLE reporting.
3. For CLE purposes, Polls will be randomly asked during sessions (see example below). Per State webinar approval requirements, Registrants shall answer the poll questions to receive CLE credit. Staff recognize that anyone can get flustered and miss the opportunity to respond to a Poll question. If you see a Poll question, but miss the response window, send an email to [rsringo@piaba.org](mailto:rsringo@piaba.org) within five (5) minutes of the Poll closing. For State CLE reporting and audit purposes, the email will be retained in your Membership file as confirmation of participation. Emails sent outside the five-minute window or post-meeting will not meet the CLE requirements.



The image shows a screenshot of a Zoom poll window. The window title is "Polls" and the poll title is "MCLE Participation Poll". The question is "1. How long have you been a PIABA member?". There are six radio button options: "less than 1 year", "1-3 years", "3-10 years", "11-20 years", "more than 20 years", and "I am not a PIABA member". A "Submit" button is located at the bottom of the poll.

4. Zoom Pro monitors the date and attendance minutes (including log-in and end time) each Registrant is on a webinar. This is referred to as active participation time. PIABA is required to provide the Zoom active participation time reports to States for CLE credit. So, if you log out of the webinar, the system will indicate same and CLE credit will be awarded for only those minutes in which you were recorded as on the webinar. **If you require CLE credit, please remain in each webinar for the duration of each session.**

## Troubleshooting

**PROBLEM:** Help, I'm getting a Webinar Registration when I click the link

# Webinar Registration

Topic	SL01 - Case Law Roundup
Description	Discussion of selected cases and legislation in 2020 involving arbitration, securities law, and related issues commonly found in securities arbitration practice.
Time	Oct 20, 2020 10:00 AM in <a href="#">Mountain Time (US and Canada)</a>

\* Required information

First Name \*

Mickey

Last Name \*

Mouse

Email Address \*

mmouse@disney.com

Confirm Email Address \*

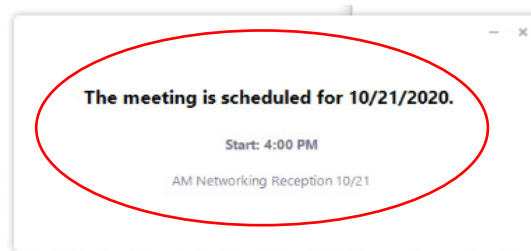
mmouse@disney.com

Register

## SOLUTION:

- Check to see if it is your name in the form, if not, please join the meeting using the Meeting ID and Passcode found on your personal schedule
- If the name and email address are correct, double check to be sure you are logged into zoom with the same email address.

**PROBLEM:** I'm trying to get into the meeting but it's not letting me in.



**SOLUTION:** If you see the above message...

- Verify that you clicked the correct link for the meeting you wish to join.
- Be patient as the webinar cannot begin until the previous session is completed.
- Note: Zoom only allows sessions/meetings to be scheduled on the hour or half hour. *Therefore, the time displayed in this message may not match the time the session is scheduled to begin.* Please check your personal schedule for the correct starting time.

## Annual Meeting App – am.piaba.org

There is a tremendous amount of information available to Meeting Registrants through the PIABA Meeting App. Staff encourage you to take a few minutes to review the information available.

### Registrant Username/Password

PIABA does not maintain App passwords. To reset your password,  
Go to am.piaba.org  
Select Request new password tab  
Enter your subscribed email address (see virtual schedule for email address)  
Select E-mail new password  
Follow the instructions to reset your password

*Note: if you have not registered or registered without providing an email address, you will be unable to access the written materials until an email address is provided to PIABA.*

### App Sections

**Securities Law** Review Securities Law and Annual Meeting Schedules, Session Descriptions, Registrants, and Speakers  
**Annual Meeting**

**Written Materials** - Fully registered PIABA Members have unlimited access to the Securities Law Seminar, Annual Meeting, and Closed Annual Meeting books and individual session materials. Non-Members have unlimited access to the Securities Law Seminar and Annual Meeting books through December 31, 2020. Members and non-Members may download the books for future reference to their computer hard drive.

To review, download, or print the Annual Meeting and/or Securities Law books -

Go to am.piaba.org (log-in required)  
From the Written Materials tab  
Select the link to the materials you want to review, download or print  
Right click on the materials  
Select Print or Save as (to save to your hard drive)  
Close the tab to return to the Meeting App

To review individual session materials

From Securities Law OR Annual Meeting tab  
Select Session Description  
From the Written Materials Column  
Select the Materials you want to review  
Right click on the materials  
Select Print or Save as (to save to your hard drive)  
Close the tab to return to the Meeting App

**MCLE** to review CLE approvals, select the State. Users are routed to the State CLE approvals page. Select (2020) approval form to review credits provided. Note: *some State approvals are pending.*

**General** includes information regarding suggested attire, badge requirement, The Broadmoor Spa, transportation, event menu's, The Broadmoor health and hygiene precautions and requirements, and a Resort Map

**Virtual** PIABA Annual Meeting Virtual Registrant Guide

## PIABA Staff and Contact Information

Please note that Tiffany and Ashley are hosting and monitoring the Virtual Sessions throughout the entirety of the Meetings. As such, they will be unable to take calls during specified Meeting times.

The PIABA Registration Desk is open Tuesday – Friday from 8:00 am – 3:00 pm mountain time. If you require assistance accessing a virtual meeting, please contact Beverly or Robin at their direct dial information (see below). Because the Registration Desk is open for in-Person Registration, or if they are on another call, they may be unable to immediately answer incoming calls. If you are directed to voicemail, please leave a message and they will return the call as quickly as possible.

Robin Ringo	(405) 300-8909; rringo@piaba.org
Beverly Mitchell	(405) 241-5383; bmittchell@piaba.org
PIABA Office	(405) 360-8776

## PIABA Meeting Office Hours

(central time zone)

Wednesday, October 14, 2020	7:30 am – 4:30 pm
Thursday, October 15, 2020	7:30 am – 11:30 am
Friday, October 16, 2020	7:30 am – 4:30 pm
Tiffany Zachary	1:00 pm – 4:30 pm
Saturday, October 17, 2020	Norman, OK to Colorado Springs, CO

(mountain time zone)

Sunday, October 18, 2020	9:00 am – 2:00 pm
Monday, October 19, 2020	9:00 am – 5:00 pm
Tuesday, October 20, 2020	8:00 am – 3:30 pm
Wednesday, October 21, 2020	8:00 am – 3:30 pm
Thursday, October 22, 2020	8:00 am – 3:30 pm
Friday, October 23, 2020	8:00 am – 3:30 pm
Saturday, October 24, 2020	Colorado Springs, CO to Norman, OK
Sunday, October 25, 2020	Closed
Monday, October 26, 2020	Closed
Tuesday, October 27, 2020	Resume normal operating hours