

IMPORTANT: PLEASE READ ALL WEBCAST INSTRUCTIONS: If you any questions or need clarification please feel free to call Kristen at 614-204-6456 or email to getawaycle@yahoo.com. Thank you.

1) Congratulations! You are confirmed and registered for the upcoming Ohio New Lawyer Training Webcast Seminar which will be held on **December 2 & 3, 2021 7:30am-4:05pm and 7:30am-12:25pm respectively EASTERN TIME** each day. You are required to view and participate in this webcast in its entirety AT THE SPECIFIED DATES AND TIMES ONLY. Remember that IF there is a scheduled break (such as lunch) you are responsible for returning to the webcast promptly as scheduled. Also keep in mind that if you are not joining us for the entire webcast that you check the agenda (which can be found on our website under “materials”) for which times you are to be “present and actively participating” in the webcast.

2) You will receive important confirmation emails from getawaycle@yahoo.com and customercare@gotowebinar.com which will contain the following information:

a. The confirmation registration that will provide an internet page link where all information you need will be made available which includes instructions for meeting the Supreme Court requirements to obtain credit for this webcast. **These requirements are non-negotiable.**

b. The link that you will need to follow (click on link) to view the webcast seminar when it is time to do so as well as any practice webcasts (if time permits) that are very helpful (live and about 20 minutes in length) but optional to attend. You will be responsible for linking and joining the webcast from the provided Web IDs.

c. Computer audio: Your computer speakers should be sufficient to hear the webcast. If you have not participated in a webcast be sure to test your speakers and functionality of your devices audio controls. Headphones may be needed. A microphone will not be necessary as you will not have the ability to verbally comment. Your web camera on your device will not be used for the seminar.

d. **System Requirements: It will give you a link to view what system requirements will be necessary to new the webcast.** You will be responsible for making sure that you can adequately participate in the webcast seminar with the device and technology medium playback you have chosen. **We recommend using a laptop/desktop as mobile mediums-such as tablets/smartphones have posed issues in the past.** You can call IT Support before the seminar and a live person will be able to do a test run to see if your computer is compatible with the software. However attending the practice webcast in addition to this is most helpful.

e. **If you have troubleshooting issues during the seminar please remember to call for IT assistance and support. You will be prompted and then will be able to talk to a live person.1-888-646-0014**

3) Course Materials: The course materials that you will need for the seminar webcast will be uploaded to your materials page approximately 4 days or sooner before the webcast. It is your responsibility to make sure that you can access the materials. However, not having the materials does not prohibit you from participating in the webcast. **IMPORTANT: You cannot view the materials on the same device that you are viewing the webcast program during the seminar. We recommend using a tablet/phone/different computer.** This is important because the webcast program will think that you are NOT paying attention

to the webcast and possibly viewing something else which you cannot do and will not credit you for the seminar webcast for verification of your hours claimed and as relayed to the Ohio Supreme Court.

4) **OPTIONAL 20-minute PRACTICE WEBCAST:** Depending on when you register for the seminar a live practice webcast is always scheduled before the actual webcast. It is optional but highly recommended for 3 reasons: 1) You will check to see if your computer or compatible with the webcast software, 2) We will go over the instructions in more detail and accentuate what is very important, and 3) We will test all of the features of the webcast to make sure you are set for the upcoming webcast. The practice webcast is “on demand” and can be viewed anytime before the seminar although we recommend doing so at least 1 week up to 1 day before the seminar begins.

Also you have the option of calling IT Support (number is enclosed in this email) to have them walk you through what a webcast will look like and if your computer is compatible. Of course, this is not the same thing as doing the live practice webcast.

5) **REQUIREMENTS DURING THE SEMINAR TO OBTAIN CREDIT:**

1-You must be logged into the webcast for the entire length of time required to obtain credit and at the exact times specified.

2-You must not have any other programs up or being viewed at any time during the seminar or you will not be perceived to be watching/paying attention to the presentations and will not receive credit for any portion of the seminar. This includes but is not limited to making sure your screen saver it not popping up and blocking your view of the webcast. Also, you should make sure the webcast program is maximized and that your cursor has not exited the purview of the webcast; for example, hovering over another program as to open it. By agreeing to participate in this seminar, you agree to download/view any software that will be needed to attend the webcast. Also this software system will have the ability to monitor your behavior if you are viewing ONLY the webcast, or if something else is being viewed on your computer during this time. This means that you will need to print the materials before the seminar begins or view them from a completely different source; such as another computer, electronic device, etc.

3-POLL QUESTIONS: You will be asked poll questions (once per hour of lecture) randomly via the webcast “poll option” located on your screen during the entire seminar. You will only have 3 minutes to answer the poll question. This is to ensure that you are watching the seminar and credit for the seminar could be withheld if the questions are not answered. Even though you are answering the questions electronically you should write down your answers to reference later if needed. YOU DO NOT HAVE TO ANSWER THE QUESTION CORRECTLY only provide an answer. The screen may turn black momentarily while everyone answers the questions. Please don’t be alarmed as the webcast will continue.

-If you miss one of the questions they will be repeated under the “chat option” during the seminar but only for a short time period. Additional information will be provided regarding this subjective allowance.

4-SURVEY-CREDIT VERIFICATION: There will be a survey at the very end of the entire seminar which means that if it is a 2-day webcast you will only have one survey at the very end of the last day. It is your responsibility to fill out the survey to receive credit for the webcast. This also acts as your

verification that the credit you are requesting you have honestly represented that you were the one that was present for the webcast and have honestly met all requirements asked of you. Please make sure you provide any answers to any missed “poll” questions on this survey where prompted to do so.

5) CREDIT SUBMISSION: You will be given a certificate of completion within 3 business days after you have completed the webcast. If for any reason it has been determined the maximum/correct amount of hours were not able to be given to you, we will notify you accordingly. **Getaway CLE is responsible for submitting your completed attendance hours to the Ohio Supreme Court and will do so once it is verified that you have completed the webcast appropriately. You will be responsible for subsequently checking your unofficial and official transcript to make sure the credit posted correctly. Please wait at least 1-2 weeks before checking your transcript.**

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