Instructions for Arbitration/ADR Committee Meeting—April 29, 2020 12 p.m. EDT:

Dear Members:

Thank you for attending the Spring 2020 Virtual Arbitration & ADR Committee Meeting. Below you will find 1. Zoom information for both online participation and, in the alternative, phone attendance; 2. Information on how to obtain CLE credit.

Attached are 1. the Committee Agenda and 2. Instructions for Zoom which include photos, 3. CLE Attorney Affirmation form; 4. CLE Evaluation Survey.

Zoom:

You may join the meeting a few minutes in advance of the start time so you can acclimate yourself to your settings. If you’ve never used Zoom before, you’ll be asked to download and run the application when you try to log in before the meeting. If you wish to try it out in advance of your meeting, you may want to get a free Zoom account. You do not have to provide your credit card information to do so. Visit Zoom.us.

The default settings for this Meeting are to mute all participants on entry in order to minimize disruptions as participants join the meeting. The attached Instructions explain how to join and fully participate in our Meeting.

Please do not attempt to access Zoom from within your firm’s network (e.g. VPN, Citrix, etc.) as the connection will not be stable. It is recommended that you use earphones or an external speaker/microphone to minimize feedback.

You can do online participation, or phone attendance. Please choose one or the other, but not both.

Topic: Arbitration / ADR

Time: Apr 29, 2020 12:00 PM Eastern (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/92332942855>

Meeting ID: 923 3294 2855

One tap mobile

+16699006833,,92332942855# US (San Jose)

+14086380968,,92332942855# US (San Jose)

Dial by your location

        +1 669 900 6833 US (San Jose)

        +1 408 638 0968 US (San Jose)

        +1 346 248 7799 US (Houston)

        +1 301 715 8592 US

        +1 312 626 6799 US (Chicago)

        +1 646 876 9923 US (New York)

        +1 253 215 8782 US

        877 853 5247 US Toll-free

        877 369 0926 US Toll-free

Meeting ID: 923 3294 2855

Find your local number: <https://zoom.us/u/aexqG5rl8c>

Join by SIP:

[92332942855@zoomcrc.com](mailto:92332942855@zoomcrc.com)

Join by H.323

162.255.37.11 (US West)

162.255.36.11 (US East)

221.122.88.195 (China)

115.114.131.7 (India Mumbai)

115.114.115.7 (India Hyderabad)

213.19.144.110 (EMEA)

103.122.166.55 (Australia)

209.9.211.110 (Hong Kong China)

64.211.144.160 (Brazil)

69.174.57.160 (Canada)

207.226.132.110 (Japan)

Meeting ID: 923 3294 2855

CLE:

This year’s program is eligible for **1 credit of CLE** in New York and efforts are underway for Virginia as well, thanks to Debbie Waters.

Written materials are available on the Committee page at <<https://mlaus.org/committeelist/arbitration-and-adr/>>

To obtain credit you must do the following:

1. Attend the entirety of the Meeting- during the meeting, at least two times, a “code” word will be given. This word should be documented on the attached Attorney Affirmation to verify you were in attendance for the full meeting;
2. Complete the remainder of the Attorney affirmation. This will be used to draft and return your CLE certificate so please make sure your name and email address are correctly listed;
3. Complete the attached Evaluation survey (not mandatory).

To obtain credit you **must** return the completed Attorney Affirmation to me no later than COB Thursday, April 30. ([LindsaySakal@hotmail.com](mailto:LindsaySakal@hotmail.com), Subject: “MLA CLE”)

Thank you very much and please do not hesitate to contact me if you have any questions, concerns or issues getting into the meeting. I can be reached at 551-427-4270.

Kind regards,

Lindsay Sakal

Secretary, Arbitration & ADR Committee