

CRS Focus Group Webinar Hosting Procedure

Summary: As of Fall 2020, Focus Groups will have access to a CRS community zoom platform to host webinars.

Please following all procedural steps to secure a zoom meeting:

1. Provide HQ a list of any scheduled webinars for your specific Focus Group as soon as possible. (Reach out directly to Leah McGonigle, lmcgonigle@controlledreleasesociety.org)
 - a. Include speaker name, webinar title, date and time, and any other pertinent information
2. Specify which webinars will need a zoom meeting configured so HQ may set this up. Be sure to notify HQ of any Focus Group officers that will need “Co-Host” access during the zoom meeting. Co-Hosts will have the ability to...
 - a. Start and End the webinar/meeting
 - b. Mute and unmute attendees
 - c. Remove attendees from the meeting
 - d. Allow attendees into the meeting from the waiting room or place attendees back into the waiting room
 - e. Screen Sharing
 - f. Polling
 - g. Closed Caption (On/Off)
3. Once all information is provided to HQ, a zoom meeting will be set up and scheduled. All information will be provided to the Chair and Co-Hosts.
4. NOTE: The webinars will be automatically recording on the platform, *please do not stop or pause the recording.*

Please be aware, it is not guaranteed that a member of HQ will be present for your zoom webinar. Please become comfortable with hosting a zoom meeting and be prepared to troubleshoot any issues that may arise.