



**WELCOME TO “ZOOM WEBCONFERENCING
MEDIATION SIMULATION” Training
Florida Mediators (2CME)**

Practical Application, Considerations and Simulation

PRESENTERS

ZOOM WEBCONFERCING MEDIATION SIMULATION Florida (2CME)

Online Training



Greg Rance, Solicitor UK
Civil Circuit Mediator

Medwebservices | www.medwebservices.org



Guno Ritfeld, JD
County & Family Mediator
ResoluteMediation.com

AGENDA



- Welcome & Introduction
- Zooming - Accounts and Capabilities for mediators
- Q & A
- Behind the scenes as we conduct the simulation
- Things to consider before, during and after web conferencing
Systems check | Confidentiality | Agreement Signing | Other
- Mediation simulation
- Feedback / Q & A
- Closing Remarks / Training Resources

Housekeeping Rules



All participants are muted by default except the Host(s) and Identified person(s)



Rename yourself if your name does not appear correctly



Communication with participants: mainly by chat, raised-hand and emojis



Q&A - Time to post and answer questions



Simulation - Joint Sessions & Private Caucusing (you will be prompted to take action just as you would if you were in a mediation as a party (join Break-out room, etc.)

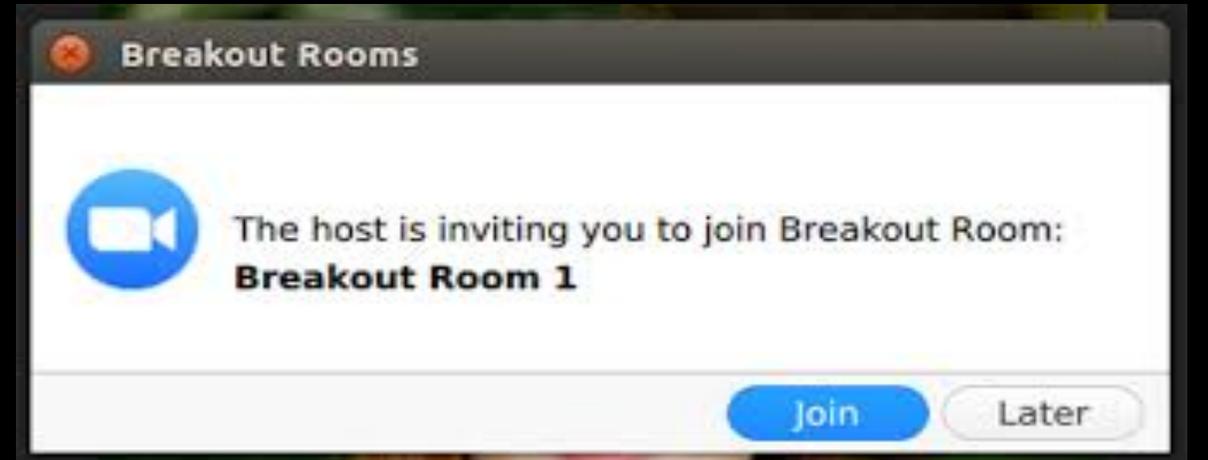
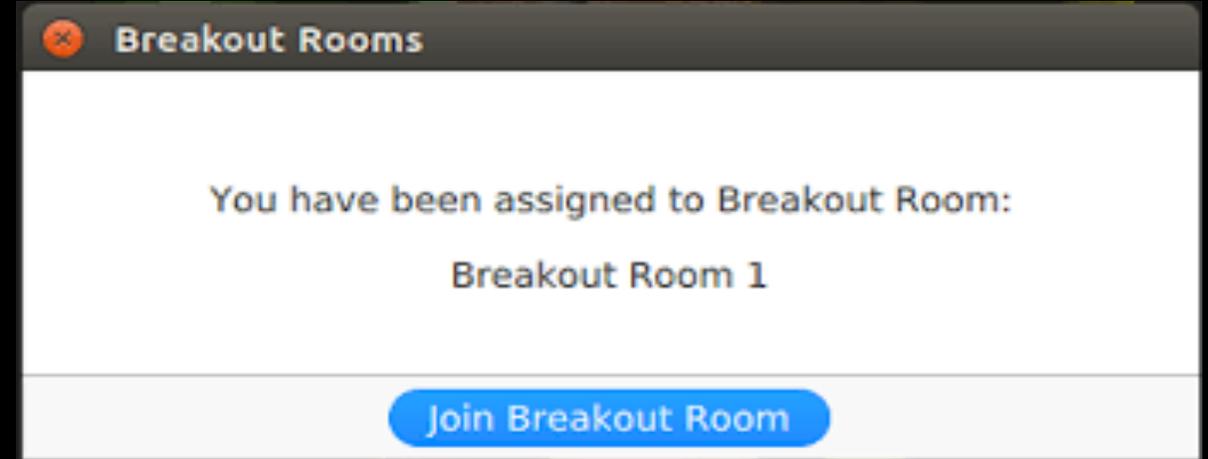
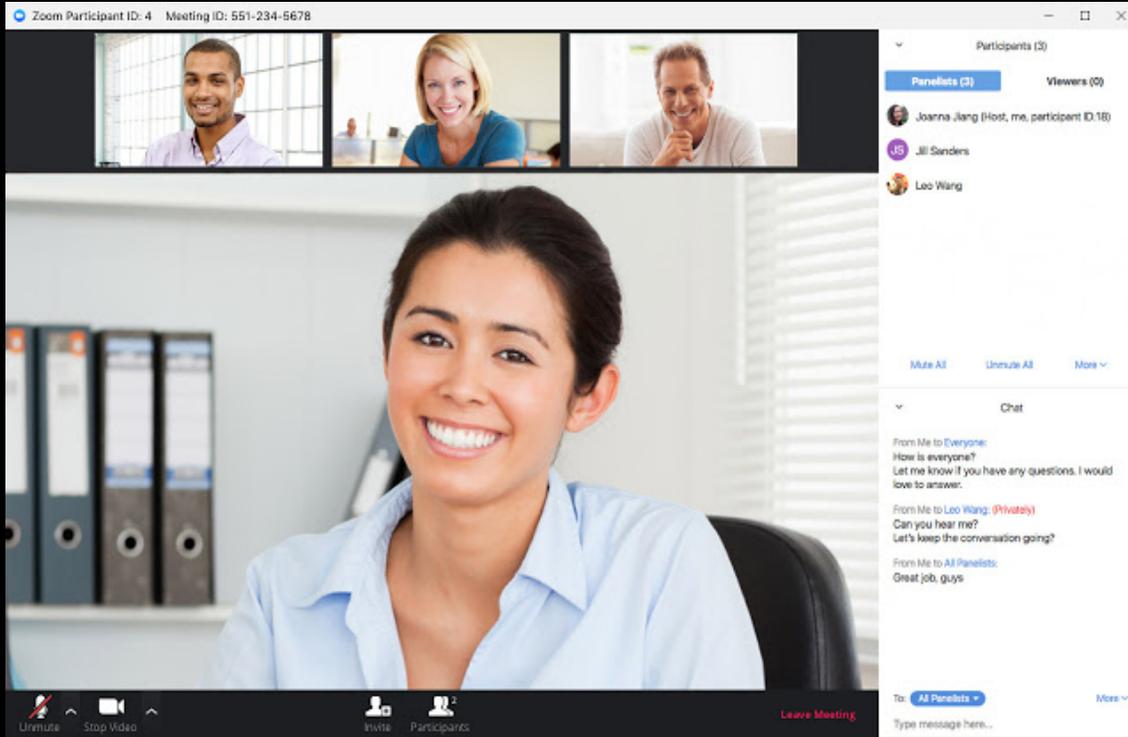


eSignature discussion (DocuSign) Feedback / Q & A



Closing Remarks / Training Resources

Your View / Mediation Party's View



INTRODUCTION



This live and interactive (2CME) course allows mediators to practice their web-conference mediation skills and feel comfortable with the use of Zoom as an online mediation conferencing platform. Participants will take part or observe a mediation simulation.

Current events have changed the legal community's way of doing business. Mediators are no exception and had to shift from traditional face-to-face conferencing to web-conferencing. Zoom has become the "go-to" platform for video mediation for the simple reason it allows to create "break-out rooms".

Let's Zoom



Currently you are already Zooming



Let's look at Zoom technology and its practical settings for mediations



Follow me to www.zoom.us

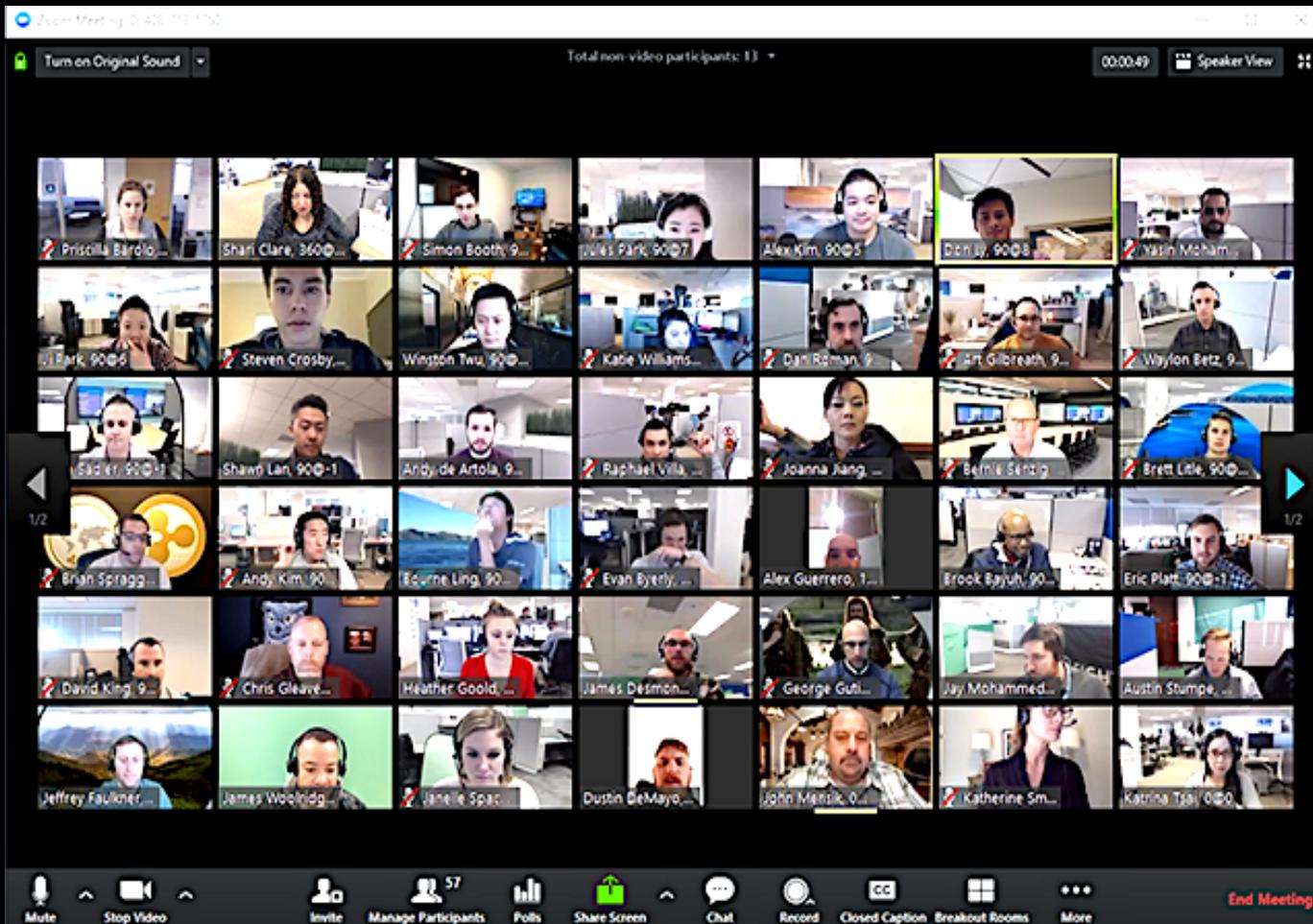


Time For A Video ([ICONS explained](#))

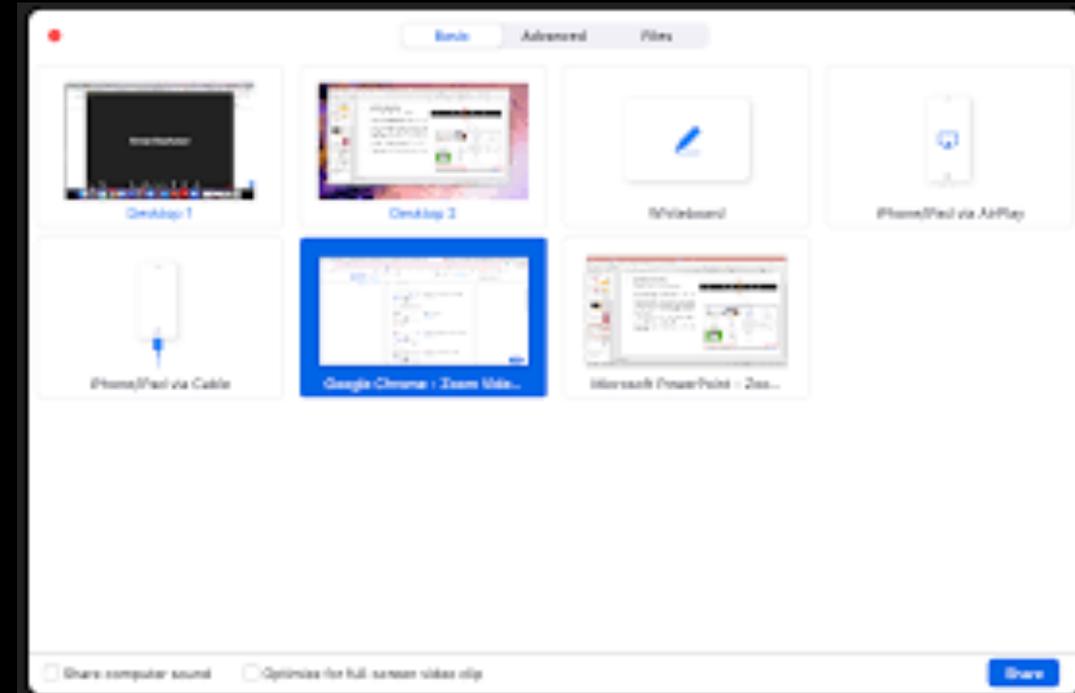
Host View & Capabilities After Setup



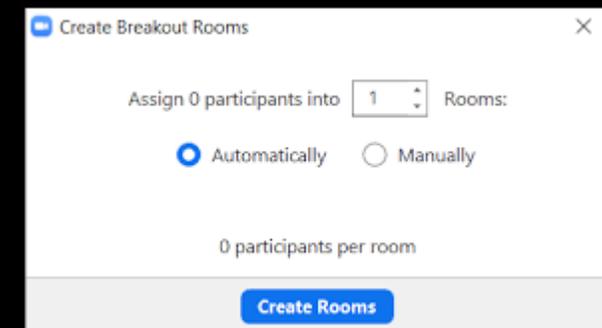
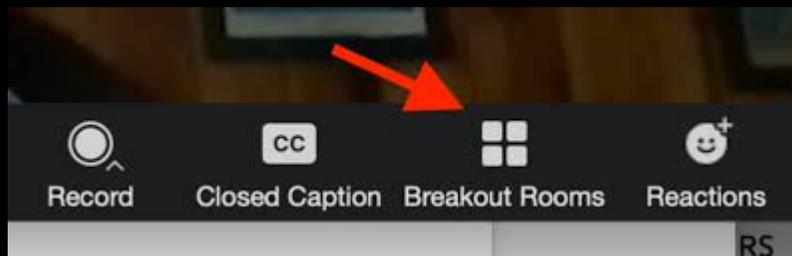
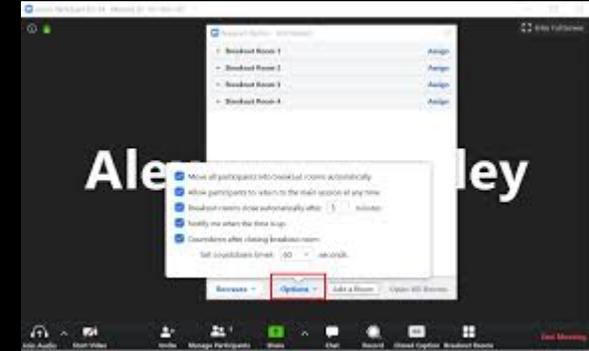
Host View & Capabilities after Set-up



Hint: Have all applications or documents you want to share ready (open on your screen), so that it will be easy to select them when needed.



Host View & Capabilities After Set up





Time For A Video (Breakout Rooms)





Time For A Video (Sharing Options)



Tips & Tricks of Conferencing



[Tailoring Zoom to Mediation for the Moment](#)



[Tips for Successful Mediations Using Zoom Videoconferencing](#)



Mediation Simulation



Start Joint Session – Only the mediator(s) and participants who volunteered to be a party will be unmuted | All others will use the Chat to ask questions



Breakout Rooms | Some participants will observe the caucusing while others will remain in the main room



Mediator will move from room to room



Agreement Signing – DocuSign

Summary



1. Sign for Zoom

- Start an account at <https://zoom.us/>
- Select “Pro” Options



2. Set your Account details

- Setup your user details



3. Set your settings

- In meeting
- Advanced setting
- Door Knock
- Enable Waiting Room
- File sharing
- Nonverbal communications
- Breakout Rooms
- Voice Communications
- Video/Sound Option



4. Schedule Meeting

- Browser or Desktop App
- Outlook, Gmail calendar features

Summary



5. Invite friends to Practice

- Make use of every opportunity to practice



6. Send Reminders

- People usually need a reminder
- Offer to do a system or familiarity check prior to the conference.



7. Execute the Conference

- Remind the parties of confidentiality
- Ensure recording capabilities are disabled
- Have all parties sign a confidentially agreement



8. End Conference

- Ensure to click the End Conference button to end the meeting.

A photograph of a Bitcoin coin and an hourglass on a beach. The Bitcoin coin is on the left, and the hourglass is on the right. The text "THANK YOU FOR ATTENDING" is overlaid in the center. The background shows a beach with sand, seaweed, and a body of water under a blue sky.

THANK YOU FOR ATTENDING

Training Resources



[Zoom Training Videos](#)



[Mediate.com Article and Video](#)



[Small Group Training Session with ADRA](#)



[Practice With Friends and Family](#)