**Zoom Mediation: Logistics, Best Practices & Ethics**

*Developed with the KCMBA Civil Litigation Section*

Tuesday, June 16, 2020 • 9:00 AM – 11:40 PM

KCMBWebinar/Access link sent prior to program

Credit:
- Missouri – 3.0, incl. 1.0 ethics
- Kansas – 3.0, incl. 1.0 ethics

Cost:
- KCMBAMember – $110/
- Non-Member – $160
- KCMBAMember Paralegal – $80

**DESCRIPTION**

This program will provide valuable information on holding virtual mediations – everything from the behind-the-scenes nuts and bolts of the technology to best practices that will insure a productive and effective experience. It will conclude with ethical considerations unique to virtual mediations. It is intended for both mediators and advocates – the experienced and the neophyte.

As Zoom has rapidly become the platform of choice for the vast majority of virtual mediations, the first session will focus on the practical steps that can be taken to maximize the features on the Zoom platform to address security and privacy concerns; to set up secure break out rooms for private caucusing; and, to effectively handle the “back and forth” dialogue of the mediation. In the second session, mediators with decades of experience who have now held dozens of Zoom mediations will discuss the similarities and differences between traditional in-person mediations and virtual mediations. They will consider the opportunities and limitations of virtual mediations and share their experience of the comparative effectiveness in-person and virtual mediations. They will also offer suggestions for getting the most out of the experience. Finally, Zoom mediations present some new but manageable ethical challenges. These will be examined in particular through the lens of Rule 1.6 of the Code of Professional Responsibility that provides: “a lawyer shall make reasonable efforts to prevent the inadvertent or unauthorized disclosure of, or unauthorized access to, information…. ” By the end of the program participants will emerge with greater competence and confidence in leading or participating in a Zoom mediation.

**SCHEDULE**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 AM</td>
<td><strong>Logistics of Zoom Mediations: Behind the Curtain</strong></td>
</tr>
<tr>
<td></td>
<td>Hon. Victor C. Howard, <em>Jay Daugherty Mediation</em></td>
</tr>
<tr>
<td></td>
<td>Molly Scanlon, <em>Jay Daugherty Mediation</em></td>
</tr>
</tbody>
</table>

**4 WAYS TO PRE-REGISTER:**

1. **Online** at [kcmba.org](http://kcmba.org)
2. **Mail** completed registration form with payment to KCMBA, 2300 Main St., Suite 100, Kansas City, MO 64108.
3. **Fax** (816) 474-0103
4. **Phone** (816) 474-4322

**Cancellations** received 48 hours or more prior to the start of an event may receive a refund minus a $25 processing fee, or a credit voucher in the full amount of the fees paid which will be valid for one year from the date of the event.

**Substitutions** for paid registrations are accepted. Credit vouchers are transferable.

**No shows** will not receive a refund or credit voucher. A request for refund due to emergency or hardship must be received in writing no more than 30 days after the event date.

**Special accommodations** may be made by contacting KCMBA at (816) 474-4322 prior to the program date.

A KCMBA CLE opportunity made possible, in part, through a generous endowment from Davis, Bethune & Jones, LLC.
9:50 AM  
**How to Prepare for Your Zoom Mediation and Get the Most Out of It**  
Hon. Victor C. Howard, *Jay Daugherty Mediation*  
Hon. Robert M. Schieber, *Jay Daugherty Mediation*  

10:40 AM  
**Break**  

10:50 AM  
**Ethical Rules and Confidentiality for Purposes of Data Privacy: ZOOM and “In Person”**  
John R. Phillips, *Jay Daugherty Mediation*  
Molly Scanlon, *Jay Daugherty Mediation*  

11:40 AM  
**Adjourn**  

**Moderator:** Stephen R. Miller, *Miller Schirger, LLC*  

*COURSE MATERIALS WILL BE PROVIDED IN ELECTRONIC FORMAT ONLY* and are accessible with your laptop, tablet or other mobile device during the event. Final course materials will be sent via email when size permits and posted prior to the event at kcmba.org.
**Please Print Clearly**

<table>
<thead>
<tr>
<th>NAME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRM</td>
<td></td>
</tr>
<tr>
<td>ADDRESS</td>
<td></td>
</tr>
<tr>
<td>CITY</td>
<td>STATE</td>
</tr>
<tr>
<td>OFFICE PHONE</td>
<td></td>
</tr>
<tr>
<td>E-MAIL ADDRESS</td>
<td></td>
</tr>
</tbody>
</table>

**PAYMENT INFORMATION**

Cost:  
KCMB A Member - $110 / Non-Member - $160 / Staff Support - $80

Credit Card:
- [ ] American Express
- [ ] Discover
- [ ] MasterCard
- [ ] VISA

Card No. ________________________________________________________________

Exp. Date ____________________

Cardholder Name _________________________________________________________

Check No. ___________________  Make checks payable to KCMB A