Zoom Instruction Sheet

For Student

National CLE Mock Pre-Trial Hearing Workshop

Oct - Nov 2020

BABSEACLE

www.babseacle.org

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Introduction

As a means to support and strengthen the Annual Asia Regional Clinical Legal Education (CLE) Mock Pre-Trial Hearing, held each year at the end of November, or early December, BABSEACLE, along with its partners, will be organizing a number of virtual National CLE Mock Pre-Trial Hearing Workshops. These virtual national workshops will be held in a number of countries throughout the Asia region, mostly during the months of October-November, 2020.

The CLE Mock Pre-Trial Hearing Workshop is a practical learning experience in which participants simulate a case involving a Pre-Trial hearing to exclude evidence in an upcoming trial, which was obtained by the police during a traffic. The case takes place in a hypothetical jurisdiction. It is not focused on the law of a particular country.

Participants will have the opportunity to practice legal, analytical, and advocacy skills in a simulated courtroom, while also experiencing courtroom procedure first-hand process and gaining an appreciation, fair trial, rule of law and legal ethics' importance in the practice of law.

The focus of the CLE Mock Pre-Trial Hearing Event is the development of these outcomes. As such, the CLE Mock Pre-Trial Hearing Event structure used for the event does not strictly adhere to any particular legal jurisdiction but has been modelled with the aim of facilitating the development of CLE outcomes in a practical setting.

The students will be given access to training materials prior to the training. The maximum number of students for each workshop will be 50.

From these is 50 student participants, approximately 10 students from each country will be selected to participate in the Annual Asia Regional CLE Mock Pre-Trial hearing, which will be held virtually this year. The National workshop will further assist in preparing students, and their coaching mentors in their country, to participate in the BABSEACLE Regional CLE Mock Pre-Trial Workshop (21-22 Nov) and Event (28-29 Nov, 5 Dec, 2020)

Things to do before the training

Download

1 zoom

to your computer

2
Please find a quiet room (with no echo) and good lighting so that your face does not appear in a shadow. If possible, have some soft lighting to illuminate your face. Close the window blinds/draw curtains so that you are easy to see on video.

3 Pick a comfortable location to sit at with an uncluttered background. Please do not sit near a fan, an airconditioned room is preferred.

4 Do not use a phone. Use a desktop, laptop or tablet. If using a laptop, please plug-in to power as running on battery can adversely affect video quality. If using a tablet, please ensure that the battery is fully charged.

5 Positioning your device's camera:

- Position your device so that you are looking into the camera at eye-level rather than looking down (e.g. place your laptop or tablet on a box).
- Your camera should be about an arm's length away from you and adjusted such that your eyes appear around one third from the top of the frame.

6 If using a desktop or laptop, connect to the internet via a wired ethernet jack which gives faster and more consistent internet access than Wi-Fi.

7 Close all nonessential applications on your device for the duration of the webinar including cloud streaming services as this will improve your device and video quality/internet streaming performance.

8 If participating in the webinar from home, please note that other home internet users may affect your broadband connection if accessing the internet at the same time. You may wish to inform those users to reduce heavy internet access (e.g. Netflix, YouTube, gaming) while the webinar is in session.

Things to do before the training

9 Headphones or earbuds are highly recommended to avoid audio feedback and echo.

10 Test your device set up as outlined above at least 1 day before the webinar including your video, audio and internet connection.

On camera suggestions

11
- Wear neutral, solid-colored clothing. Avoid black and white combo, or striped/patterned clothing.

- While there is no mandatory dress code, we suggest, at a minimum, wearing something smart casual. Presenters are also encouraged to wear formal traditional dress from their countries of origin or countries they currently work in. Keep your head and body relaxed but reasonably still throughout the webinar. Excessive movement (bobbing of head, moving from side to side, front and back) is distracting and may cause video pixilation/ camera focusing issues.

12 There are many ways to join a meeting, but the easiest way is to click the join link that the meeting host provided. You can also click Join in your Zoom client and enter the meeting ID.

Getting started

JOIN A WORKSHOP

There are many ways to join a Zoom meeting, but the easiest way is to click the join link that the meeting host provided. You can also click Join in your Zoom app and enter the meeting ID.

Join
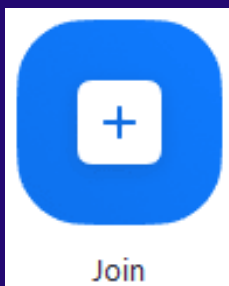
REACTION

Meeting participants can react during a meeting by sending a thumbs up or clapping to communicate without interrupting the meeting. Reactions will disappear after 5 seconds.
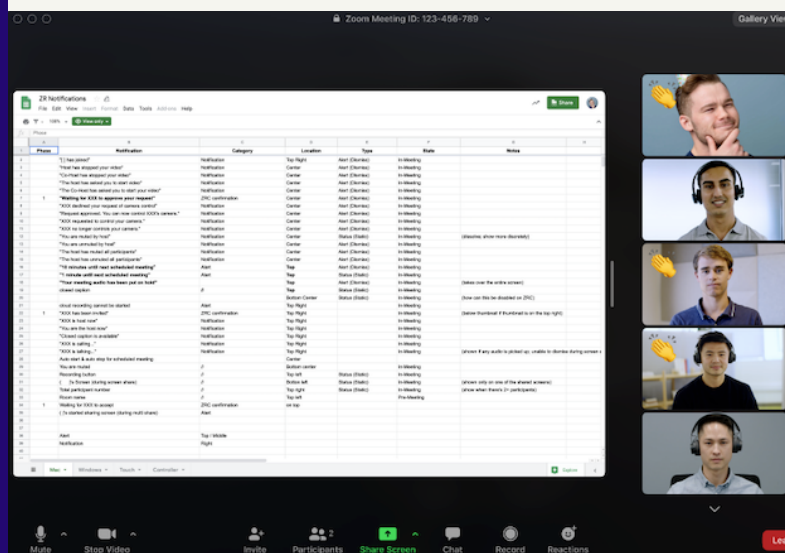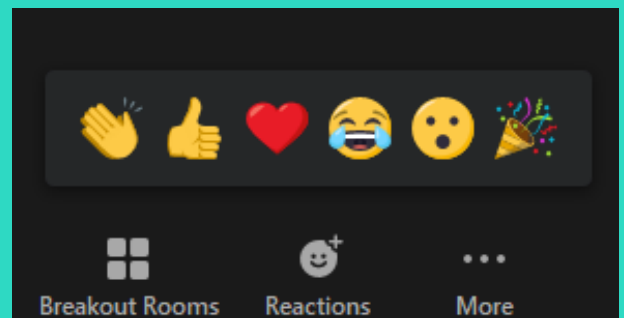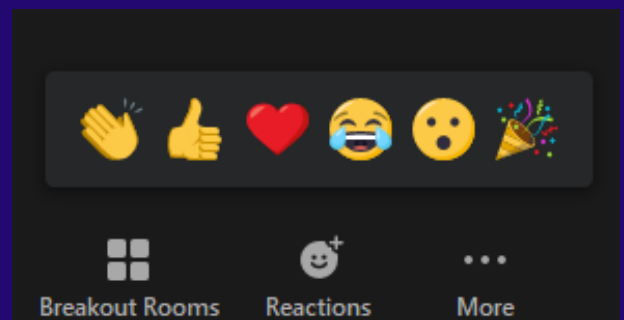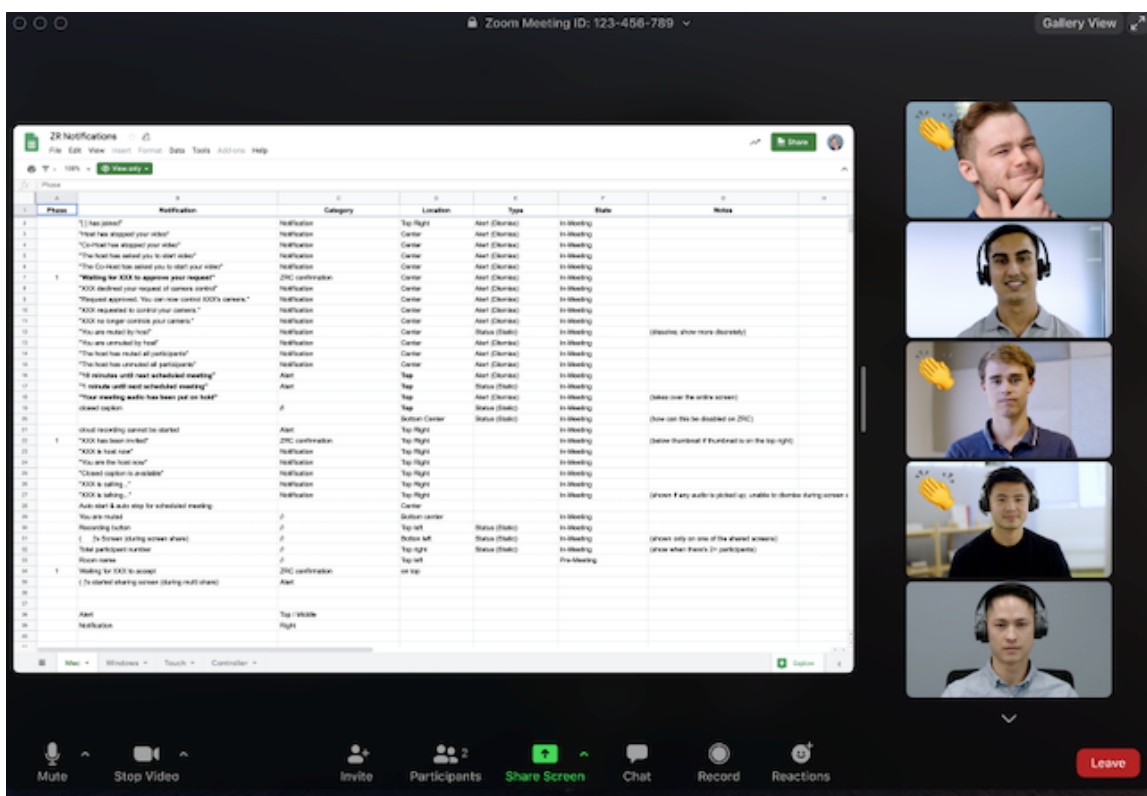
Sharing a reaction

1. In your meeting controls, click Reactions.

2. Click the type of reaction you would like to send:
   - Clapping Hands
   - Thumbs up
   - Heart
   - Tears of Joy
   - Open Mouth
   - Party Popper (Tada, Celebration)

3. The reaction will display for 5 seconds.

Interactive participation

During the training, trainers might share screen and

https://support.zoom.us/hc/en-us/articles/11500 57 06806-Using-annotation-tools-on-a-shared-screen-or-whiteboard

- Click Share.
- The annotation tools will appear automatically, but you can press the Whiteboard option in the meeting controls to show and hide them.
- Use the page controls in the bottom-right corner of the whiteboard to create new pages and switch between pages.

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Note: Only the participant or host that started sharing the whiteboard has access to create and switch pages.

- When you are done, click Stop Share.
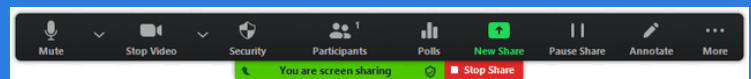
Using annotation tools

Accessing annotation tools if you started screen sharing

After sharing your screen or whiteboard, annotation controls will display. If you don't see the annotation tools, click Annotate (if you are sharing your screen) or Whiteboard (if you are sharing a whiteboard).
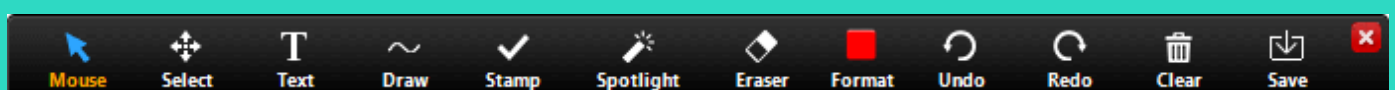
Accessing annotation tools if you are viewing a shared screen

While viewing a shared screen or shared whiteboard, click View Options then Annotate at the top.
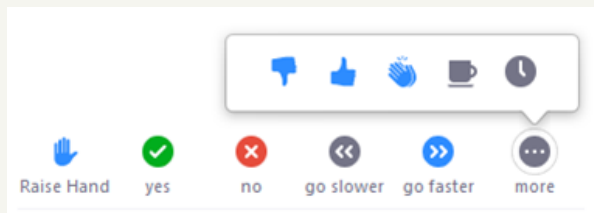
Annotation tools

You will see these annotation tools:

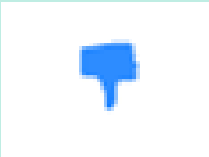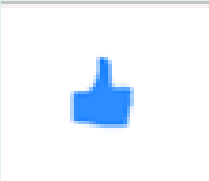Click to learn more

Providing nonverbal feedback

1.Join a Zoom meeting as a participant.

2. Click the Participants button
.
3.Click one of the icons to provide feedback to the host.

Click the icon again to remove it.

PROJECTS	DETAILS
	Disagree
	Agree
	Clap