

Promoting AHLA Virtual Networking Events

Responsibilities of Group Hosting the Virtual Networking Event

Leadership Groups have primary responsibility for promoting virtual networking events by posting messages in relevant AHLA Communities as well as on social media platforms. Information about the virtual networking event is included in the calendar invite and posted in various places on AHLA's website, e.g., on the [Education](#) and [Events](#) landing pages. The event details can be used to promote the event to colleagues in the health law community.

Post in Communities

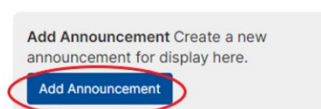
Option 1: Post a message to one or more of the AHLA Communities.

Option 2: Use the email address to send a message to the community(ies) through your Outlook, Gmail, etc. The message will appear as a post. Don't forget to include the Zoom invite information.

| Community | Email |
|---|--|
| Academic Medical Centers and Teaching Hospitals | AHLA-academicmedicalcentersandteachinghospitals@ConnectedCommunity.org |
| Accessibility in Health Law | AHLA-accessibilityinhealthlaw@ConnectedCommunity.org |
| Advancing Women in Health Law | AHLA-womeninhealthlaw@ConnectedCommunity.org |
| BIPOC in Health Law | AHLA-bipocinhealthlaw@ConnectedCommunity.org |
| Compliance Professionals | AHLA-complianceprofessionals@ConnectedCommunity.org |
| Early Career Professionals | AHLA-earlycareerprofessionals@ConnectedCommunity.org |
| Health Law Topical Community | AHLA-healthlawtopicalcommunity@ConnectedCommunity.org |
| Hospitals and Health Systems | AHLA-hospitalsandhealthsystems@ConnectedCommunity.org |
| In-House Counsel | AHLA-inhousecounsel@ConnectedCommunity.org |
| LGBTQ+ in Health Law | AHLA-lgbtqinhealthlaw@ConnectedCommunity.org |
| Life Members | AHLA-lifemembers@ConnectedCommunity.org |
| Payers, Plans, and Managed Care | AHLA-payersplansandmanagedcare@ConnectedCommunity.org |
| Physician Organizations | AHLA-physicianorganizations@ConnectedCommunity.org |
| Post-Acute Long Term Services | AHLA-postacutelongtermservices@ConnectedCommunity.org |
| Solo Practitioners | AHLA-solopractitioners@ConnectedCommunity.org |

Option 3: On a specific community's landing page, click *Add Announcement* on the right side of the page.

Announcements



Promote on Social Media Platforms

Leaders should also post messages about the Group's virtual networking event to the social media platforms that AHLA uses, i.e., X/Twitter, Facebook, and LinkedIn, and to their own personal and professional networks. Remember to include the Association's profile name and/or hashtag to increase visibility.

Participation in Virtual Networking Events

Registration is *not* required but attendees can RSVP to generate a calendar invite containing the Zoom link. When leadership groups promote the Event, please point to the Events page specific to the virtual networking event because it includes all the details.

The leader(s) moderating or facilitating the virtual networking event should log in to the event 15 minutes *prior to* the event. Staff will greet the leader(s) and make them the host, which enables them to grant entry to participants joining the event. If there is a desire to use breakout rooms, the host should download/install the Zoom Rooms application prior to the call and be familiar with how to set-up and initiate this feature. The hosts will assign participants randomly.

Once in the Zoom meeting, on the bottom left corner of your screen there are two icons: a microphone and a video camera. If there is a red line across one of the icons, it is turned off. If there is no red line, then it is turned on.

To ensure privacy of those participating in the virtual event, the Zoom call is not recorded so it is recommended that a leader monitor and capture information in the chat. If a leadership group wants to share a link to a volunteer intake form for participants, they are free to do so and can follow-up with those responding after the event.

General Information about Virtual Networking Events

An important goal for AHLA is to foster the continued growth and engagement of a diverse and inclusive health law community. The Association wants to provide as many tools as possible to leadership groups that enable them to attract, bring together, and retain a broad array of professionals to connect, learn, and support one another. Virtual networking events provide an opportunity for AHLA members to communicate, collaborate, and engage with one another and are hosted by the Association's leadership groups. These events offer a safe space to network with colleagues, make new friends, and discuss topics of interest.

- An event can be held for 30-, 45-, or 60-minutes and is open to members and non-members. A leadership group can host a single event or conduct them on a regular cadence, i.e., monthly, quarterly, semi-annually, etc.
- The format can be an informal coffee and conversation, lunch and learn, Q&A, tabletop discussion, or networking in breakout rooms.
- Based on a topic, theme, or area of interest, these events – while not providing educational credit – are opportunities for interactive discussion and help those in the health law community to expand their professional networks.

Leadership groups are asked to complete and submit a request form at least 30 days in advance prior to the desired date to enable adequate marketing and promotion. Information that will be used by staff to schedule the virtual networking event includes the following:

- Name of Group
- Individual Submitting Request
- Name of Event Host
- Type of Networking Event (Coffee & Conversation, Lunch-n-Learn, Q&A, Tabletop Discussion, Networking in Breakout Room, Other)
- Desired Frequency, Dates, Times, and Duration (30-, 45-, or 60-minutes)
- Topic or Title of the Virtual Networking Event
- Description of the Event

Virtual Networking Event Form

AHLA membership staff will receive an email when an event form is submitted. They review the schedule of [upcoming conferences and live webinars](#), dates of federal holidays and religious observances, and determine if there is any conflict with an existing program, topic, or event.

Once approved, membership staff will enter the date(s) into Zoom. The leader who has made the request will receive the AHLA Zoom link.

Staff will enter the date, time, and details about the event into the [Events portal](#) of the Health Law Network. The Event will include an RSVP button, which enables members to indicate their interest in participating and sends a calendar reminder with the Zoom information to them.

Tips for Using Zoom

- Downloading Zoom to Desktop or Mobile App - <https://support.zoom.us/hc/en-us/articles/201362233>
- How to join a Zoom meeting -- <https://support.zoom.us/hc/en-us/articles/201362193>
- How to connect to join audio in Zoom -- <https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Audio->
- Zoom Rooms Quick Start Guide -- <https://support.zoom.us/hc/en-us/articles/360039703831-Zoom-Rooms-Quick-Start-Guide>