

## ZOOM PRE-INVITE INSTRUCTIONS

In preparation of your mediation, please do the following:

Plan accordingly by being in a private area minimizing background noises and disruptions as much as possible. The mediator requests that you all appear with audio and video. If you have not used Zoom before, please go to [www.zoom.us](http://www.zoom.us) to utilize Zoom's support programs for learning to use the program. Zoom has a very helpful website. Attorneys and Clients should test well before joining the meeting to assure your audio and video are working. Please plan on joining promptly at the scheduled time.

The following rooms will be utilized in our Zoom mediation:

- a Main Room for the initial appearance after you join the session from the virtual waiting room,
- a Petitioner/Plaintiff Room,
- a Respondent/Defendant Room,
- an Attorneys' Room
- and a Vacant Room

Your mediator will be host and able to join all rooms and go back and forth between rooms. What you and your clients discuss or chat in either the Petitioner/Plaintiff or Respondent/Defendant room will be private.

If for some reason you get disconnected, please go back to this invite/email and rejoin (note all chat history will be lost). At the end we will reconvene in the Main Room all together and a recording will be made at that time, if an agreement is reached. No other recordings will occur absent the prior consent of all participants.

Your patience and understanding are greatly appreciated. If you have questions or problems, please call the mediator, Michael Menard, at 716.842.6700. We look forward to seeing you at the mediation.