



## **Agreement to Mediate Online using Zoom videoconferencing technology**

I, \_\_\_\_\_, agree to use Zoom online videoconferencing technology to conduct mediation / intakes with my mediator Megan Paterson and for mediations with the other party(ies).

I acknowledge that I understand that I will need to download and install Zoom software, apps or mobile technology in order to participate, at no cost to me.

I acknowledge I will participate with a complementary 15-minute technology check with Megan at least 30 minutes prior to the start of any video-technology, the date and time of this to be arranged by myself and Megan. As part of this, I acknowledge I have been recommended to use a hardwired ethernet connection to my computer or a private highspeed WIFI network that is password protected.

(Zoom tutorials are available at <https://support.zoom.us> ).

### **Privacy and Confidentiality**

I acknowledge and accept the following terms and conditions relating to privacy and confidentiality:

1. Only the people who have executed both this document and the *Agreement to Mediate* may be present on any Zoom meeting or at any time. I acknowledge I must sign both documents in order to participate with an online mediation.
2. At no time shall any other person be invited to attend or shall attend any Zoom meeting in any way.
3. No person shall be present during any Zoom meeting in the same room as myself, or within hearing distance of my online mediation.
4. No children shall be present during any Zoom meeting in the same room as myself, or within hearing distance of my online mediation unless they are a participant in the mediation.
5. I understand to protect confidentiality, I have been recommended to use headsets to participate with meetings.
6. I understand that there is an absolute prohibition on recording or saving any information, or data. You, or anyone on your behalf, may NOT audio or video record any mediation session or portion thereof. In the event that you learn of an audio or video recording of any session, you will take immediate measures to destroy the recording and will not disseminate the recording to any third parties. You further agree that you will not transmit a live or deferred video or audio relay of the online mediation sessions to any third parties. I understand that all the terms and conditions, including privacy and confidentiality provisions under the *Agreement to Mediate* remain intact and apply to online mediations.



7. I agree that if there is any information that I do not wish to share with the other party(ies), I will advise the mediator in advance.
8. I furthermore understand and acknowledge that despite any efforts by the Mediator, that there is no guarantee of privacy of information or discussions, and that I hereby release the Mediator from any liability due to unintended breaches of privacy and confidentiality.

### **Ensuring Productive Meetings**

1. I agree that the Mediator is the host of the meeting(s) and shall be in charge of conducting online sessions that meets usual standards of practice relating to in person delivery of services and has full autonomy to chair the sessions in accordance with professional standards.
2. I agree to close all browsers, social media apps and close all devices (such as phones) during your mediation sessions.
3. Respectful conduct: I acknowledge that I shall participate with online meetings respectfully, and refrain from any conduct that does not meet acceptable standards of conduct. I further acknowledge the Mediator may mute me, remove me from the virtual room if my conduct is inappropriate, or may also end a meeting.
4. I acknowledge my Mediator/Arbitrator may wish to meet myself or the other party(ies) separately from time to time during my online meeting.

I hereby agree to the above terms and conditions.

Signed, \_\_\_\_\_. Date: \_\_\_\_\_