**Legal Considerations for Virtual Meetings**

**(Some information taken from:** [**https://www.meetingsnet.com/event-tech-virtual-meetings/rush-get-your-meeting-online-dont-forget-fine-print**](https://www.meetingsnet.com/event-tech-virtual-meetings/rush-get-your-meeting-online-dont-forget-fine-print)**)**

1. HIPAA and PHI

Ensure that all HIPAA requirements are met and that no protected health information is included in online content

Copyright and Fair Use  
Ensure that all copyright and fair use laws are met. This includes content, images (don’t forget images used as backgrounds!), videos, music, etc.

Recording  
All presenters should be told how the recording is intended to be used and provide release. If attendees’ voices, images, or comments will be captured, a release should also be obtained.

1. Code of Conduct  
   If attendees will be free to speak or utilize the chat features during an online meeting, expected behaviors should be outlined.