



CHECKLIST FOR CLE COORDINATORS

Top Program Composition Tips

Did you...

- Identify the program's "learning objectives" – that is, what attendees will take away, why they should attend this program, what specific needs will be addressed?
- Identify the type of practitioners and level of practice experience for which the program is designed – and then schedule the speakers for presentation times measurable in quarter-hour increments (15, 30, 45, 60), except introductory and closing remarks?
- Schedule an identifiable segment of Professional Responsibility credit, if included, of not less than one hour for full day programs and not less than one-half hour for half day programs, in increments of 15 minutes?
- Provide two to three sentence descriptions for each session, including what the attendees will learn?
- Incorporate Questions and Answers into the program, rather than ending the seminar with a Q and A session (unless you're preparing questions in advance to make sure the full advertised MCLE credit time is provided)?

Top Presenter Recruitment Tips

Did you...

- Recruit the best, most effective presenters on the topic, whether or not they serve on the section or committee?
- Recruit presenters who reflect the geographic, ethnic, and gender diversity of the bar?
- Recruit presenters or co-presenters who are attorneys in their first 10 years of practice as a way to train and develop new ISBA Law Ed faculty members?
- Recruit only presenters who will agree to submit materials 4 weeks prior to program so ISBA may apply for PMCLE credit and so we avoid handouts at programs since attendees attending remotely will not have access to the handouts?
- Recruit presenters who agree to submit original materials or to secure written permission for ISBA to reprint copyrighted works in course books and electronic products?
- Recruit only presenters who will agree to be videotaped and who will sign the required Presentation Agreement?
- Recruit presenters who agree to arrive not less than 30 minutes prior to presenting?
- Recruit in-state presenters?
- Recruit presenters who are ISBA members or, in the case of non-members, invite them to join and direct them to the ISBA membership webpage at: www.isba.org/membership/join?

Top Presenter Support Tips

Did you...

- Provide the attached ISBA LawEd Presenter Information to all invited speakers?
- Provide presenters with ISBA guidance on preparing materials and with other faculty resources at www.isba.org/cle/faculty?
- Provide written justification for selecting an out-of-state presenter? Please Note: Out-of-state presenters are subject to same reimbursement rates as in-state presenters:
 - Rail or coach class airfare not to exceed \$350.00
 - Automobile travel costs of 40¢ per mile
 - Actual lodging at single room rates not to exceed \$250 per day for one night's lodging

Top Moderator Selection Tips

Did you...

- Select a moderator who will keep the program running on time, capture audience questions via microphone, and assist presenters during the program?
- Select a single moderator or select an already-identified presenter to assist in moderating (because only one moderator will be reimbursed for travel/hotel per program. Complimentary registration is provided for one moderator for half-day programs and two moderators for full-day programs. Additional moderators can attend for \$25)?
- Select a moderator who is an ISBA member and a sponsoring section council or committee member, preferably with Law Ed experience (coordinator, chair, or presenters are recommended)?

Top Proposal Submission Tips

Did you...

- Provide a list of confirmed presenters and full contact information for each of them, as well as the moderator's e-mail address and phone number?
- Type, rather than handwrite, the program proposal form?
- Submit the Program Proposal to ISBA staff on or before the *submission deadline*?
- Know that if your program agenda is lacking sufficient information to market and price the program by 6 weeks before the presentation date, ISBA reserves the right to postpone or reschedule the presentation date and may require resubmission of the proposal to the CLE committee?

Top Tip for Communicating with Presenters For a Better Program

Did you...

- schedule a telephone conference 7 - 8 weeks prior to the program for all presenters, the moderator and yourself to confirm topics, reinforce materials deadlines, and address questions? (Contact ISBA if you would like ISBA assistance in providing you with telephone conference capabilities.)