



THANK YOU FOR AGREEING TO SPEAK FOR THE ISBA!

What You Can Expect:

- Contact from the ISBA CLE Coordinator to confirm the dates and times for your presentation
- Contact from the ISBA CLE Department regarding deadlines and program information
- Publicity for you and your firm in ISBA brochures, marketing emails, and/or color flyers, as well as on our website and in the course materials
- A speaker invitation letter that you can use to invite all your peers to the program
- Complimentary preparation time MCLE credit at 6 times your actual presentation time
- Complimentary registration to the program at which you are speaking

What ISBA Expects:

- Your agreement to submit written materials, legal forms, and/or PowerPoint presentation at least 4 weeks prior to program date for MCLE topics and 6 weeks prior to program date for PMCLE topics
- Your agreement to submit original materials or to secure written permission for ISBA to reprint copyrighted works in course books and electronic products
- Your agreement to arrive not less than 30 minutes prior to presenting
- Your membership in ISBA - or consideration to join ISBA (<http://www.isba.org/membership/join>)
- Your agreement to be videotaped by submitting a signed ISBA presentation agreement
- Your agreement to review the Checklist for Professional Responsibility topic presentations if you are presenting a segment that qualifies for PMCLE credit (www.isba.org/sites/default/files/cle/coordinators/IL%20Commission%20on%20Professionalism%20Checklist.pdf)
- Your review and completion of all or part of ISBA's Faculty Development Series (www.isba.org/cle/faculty)
- Your agreement to comply with the ISBA travel reimbursement guidelines and limitations