



CLE Coordinator Checklist For Successful Programming

Program Composition

Did you . . .

- ...identify the number and types of programs requested by the CLE committee for your section or committee this year?
- ... identify program "learning objectives" such as "What will the attendees take away?" and "Why should they attend this program?"
- ...identify the type of practitioners and level of practice for the program's target audience?
- ...select a presentation format?
 - Live onsite - a half-day (3.5+ hours) or a full-day (6+ hours)
 - Webcast - live video streamed from the ISBA Chicago Regional Office for viewers watching remotely via computer with Internet connection
 - Webinar - live audio and slides only, presented from any location for viewers listening to audio and viewing the slides via computer with Internet connection
- ...schedule topics in quarter-hour increments, except introductory and closing remarks, which are not creditable?
- ...schedule an identifiable segment of Professional Responsibility credit, if included, of at least 1 hour for full-day programs and at least 30 minutes for half-day program?
- ...incorporate question and answer time into each session rather than ending the program with Q&A? (ISBA must make sure the full advertised MCLE credit time is provided.)
- ...include at least one 15 minute break for half-day, onsite programs and two 15 minute breaks for full-day, onsite programs; allow a minimum of 30 minutes for a lunch break at full-day programs?
 - Please make a note on your proposed agenda if you would like ISBA to provide lunch for the program at an additional cost per attendee, added to the registration fee
- ...contact the ISBA staff CLE Program Coordinator for available dates on the CLE Curriculum Calendar before recruiting speakers and submitting your proposal?

Faculty Recruitment

Did you . . .

- ...recruit the best available speakers for each topic, whether or not they serve on the section or committee?
- ...recruit speakers who reflect the geographic, ethnic, and gender diversity of the bar association?
- ...recruit only speakers who will agree to be videotaped and who will sign the required Presentation Agreement?
- ...notify speakers that materials are due 4 weeks prior to the program and confirm their agreement to submit materials on time?
- ...recruit in-state speakers or provide written justification for selection of an out-of-state speaker? (Note, out-of-state speakers are subject to the same reimbursement as in-state speakers)
- ...recruit speakers who are ISBA Members or, in the case of non-members, invite them to join and direct them to the ISBA membership webpage at: <https://www.isba.org/membership/join?>
- ...limit the number of speakers, when possible, by selecting only the number necessary to provide a cohesive and professional program?
- ...remind speakers of ISBA faculty resources available at www.isba.org/cle/faculty?

Moderator Selection

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 one moderator for a half-day program and up to two moderators for a full-day program?
- ...recruit local moderators, if possible?
- ...identify a moderator who is an ISBA member and a sponsoring section or committee member, preferably with Law Ed experience?
 - CLE Coordinators, Chairs, and speakers are recommended

Proposal Submission

Did you . . .

- ...use the correct proposal form for your program type?
 - Forms are online at: <https://www.isba.org/cle/coordinators>
- ...contact your CLE Committee Liaison or ISBA staff if you have any questions about the proposal submission requirements prior to submitting?
- ...confirm all speakers before submitting the program proposal and include all contact information for each speaker and moderator: name, address, phone number, and email address?

- ...provide two to three sentence descriptions for each session, including what the attendees will learn?
- ...submit your fully completed proposal form and agenda to ISBA staff by the proposal deadline?
- ...know that if your program agenda is lacking sufficient information to market and price the program by six weeks prior to 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

Following Program Approval

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, plan panel discussions and address questions?
 - Contact ISBA staff if you would like assistance in providing you with telephone conference capabilities for your pre-program conference
- ...approve the agenda formatted by ISBA staff for promotional purposes?
 - Promotions will be distributed only after final approval from the CLE Coordinator
- ...assist ISBA staff in contacting speakers for materials, if requested?
- ...notify ISBA staff immediately of any speaker cancellations and replacements prior to the program?
- ...know ISBA staff will secure all venues, order refreshments, send speaker packets, collect materials, assist with AV needs, provide onsite coordination, collect and tabulate evaluations, send speaker thank you letters and produce and publish programs in the ISBA Online CLE archives?