

WBASNY CONTINUING LEGAL EDUCATION (CLE)
CHECKLIST FOR WEBINARS
(FOR USE BY CLE LIAISON)

Re: [name of program]
[date, time and location of program]
[MCLE credits: transitional _____ or advanced _____]
[Charge for program: _____]

Six weeks before the program

- ☐ Request date and time for webinar
- ☐ Webinar setup information to include:
 - Title of program
 - A brief description of the program
 - Chapter or Committee logo graphic, if applicable
 - Name of program facilitator
 - RSVP email address
 - The amount and type of CLE credits requested
- ☐ Speaker(s) information to include:
 - Name, title, affiliation, email address
 - Narrative bio (1,000 words or less)
 - Photo in jpeg or png

Four weeks before the program e-mail all the materials listed below to the designated WBASNY CLE-Co-Chair and WBASNY headquarters. You will receive a response from the CLE-Co-Chair within two weeks from submission of a complete packet. (If a co-chair is unable to receive an e-mailed version or has other technical difficulty, you will be advised.)

- ☐ Copy of the flyer advertising CLE course. It must contain (not required if program hosted by WBASNY):
 - The program title
 - The date, time and location of the program
 - The program faculty
 - A brief description of the program
 - The WBASNY financial hardship policy
- ☐ Copy of complete written materials plus a title page and a timed agenda setting forth the content/topic and speaker for each half-credit hour (25 minute) increment.¹ (*Note: Each credit hour consists of fifty (50) minutes of instruction or other accredited activity exclusive of introductory remarks, meals, breaks or other non-educational activities. Credit hours are calculated in no less than one-half credit hour (25 minute) increments.*) Written materials are needed for each agenda segment. Please indicate which written materials correspond to each segment.
- ☐ Copy of the faculty lists with faculty biographies/credentials.
- ☐ A signed License to Publish or Reprint form for each faculty member as well as any copyright permissions (if any).

Within two weeks after the program e-mail the following documents to WBASNY headquarters:

- ☐ If modified after initial submission and before approval, a copy of the final form of program materials *as approved*.
- ☐ Attorney affirmation and evaluation forms for all attendees
- ☐ Number of financial hardship requests requested: _____ (Include a copy of the written request(s).)
- ☐ Number of financial hardship requests granted: _____.

¹ The MCLE web site FAQ section specifies that "[t]imed agendas are required for all CLE courses or programs. A timed agenda should indicate the start and end times for each session, the time allotted for breaks (if any) and a description of the content of each session. If there were multiple presenters, the timed agenda should indicate which speaker(s) participated in each segment."