



SECTION CLE REGISTRATION SERVICES

The following registration services are available to sections at a cost of \$10 per registrant (\$350 minimum) unless otherwise stated:

- Access to 24/7 online event registration using all major credit cards and checks. (All registrations are subject to applicable bank and transaction fees.)
- Processing cancellations and refunds.
- Sending event confirmations to registrants.
- Providing event and registration information via the OSB CLE Service Center during regular business hours.
- Providing an attendee list for check-in at event.
- Printing speaker name tents, name badges and providing badge holders (*name badge ribbons are available at 45 cents each; requires three-week advance order*).
- Sending attendance information to MCLE for posting to members' compliance reports.
- Providing MCLE recordkeeping and event evaluation forms for attendees.
- When electronic course materials are available, send registrants a link to electronic course materials prepared by the OSB Creative Services Department 48 to 72 hours in advance of the seminar date.

Additional related services at no extra charge:

- Up to two hours of Design Center staff consultation for marketing materials and electronic services.
- Up to three emails announcing the event to the sponsoring section and two additional sections.
- Web posting (up to three months) of electronic course materials (1 gigabyte or less).

To discuss services or request a CLE Registration Services Agreement, please contact Tabitha McCampbell, OSB CLE Seminars Event Coordinator, (503) 431-6352 or (800) 452-8260, ext. 352; email: tmccampbell@osbar.org.