



SECTION CLE REGISTRATION SERVICES

The following registration services are available to sections at a cost of \$10 per registrant (\$300 minimum) unless otherwise stated:

- Providing registration information via the CLE Service Center
- Receiving and processing registration forms and fees by credit card (VISA or MasterCard), check, or cash through the OSB CLE Service Center (*plus applicable bank fees for each credit card transaction*)
- Using the OSB online event registration system 24/7 to register using VISA or MasterCard (*exceptions to certain registration categories may apply*)
- Sending event confirmations to registrants
- Processing cancellations and refunds
- Providing an attendee list showing name and bar number 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
- Mailing program materials to registrants who did not attend the event and/or sell program materials if the registration form specifies the sale of program materials, provided the materials are returned to the bar after the event. Program materials remaining with the bar 90 days after the event will be recycled unless the section designates an individual to receive the materials. Registration services do not include selling seminar audio or video products; sales of these items are the responsibility of the section.

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 request a CLE Registration Services Agreement please contact the CLE Seminars Event Coordinator, Kelly Dilbeck, at (503) 431-6352 or toll-free in Oregon (800) 452-8260, ext. 352; email: kdilbeck@osbar.org.