

Section CLE Recording Guidelines

Sections are permitted to record and distribute CLE content to their section members and program registrants within the following parameters.

- As provided in OSB Bylaw 15.602, sections must use CLE Seminars registration services. Additional information is available [here](#).
- A signed [release form](#), must be obtained from each presenter, including anyone who is making event announcements or speaker introductions, and sent to the bar's General Counsel at gc@osbar.org. Please include the following in the subject line: Section name, date of the event, title of the event, and last name of the presenter.
- Using the program registrant list provided by CLE Seminars, sections can distribute a link to the recorded content by email. In addition, sections may utilize their list serve to distribute links to program recordings to section members.

A section can post links to recorded CLE content on their website but only behind a password protected portal. MP3 (audio) and MP4 (video) links are both acceptable. The recorded content cannot be embedded on the section's website but can be stored in an online cloud (i.e., a Zoom account). The section's website coordinator is responsible for posting and removing outdated (CLE credit has expired) links from the section's website.

CLE Programs and Zoom

Sections may purchase a Zoom account through the bar to use for meetings and events. These standard Zoom accounts allow for 300 participants but are not webinar enabled. Alternatively, sections can use a firm or personal web platform for recording CLE programs. More information about these options are available in the [leadership resource materials](#).