



OSB CLE REGISTRATION SERVICES

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

- 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.
- Providing an attendee list for check-in at event.
- Printing adhesive name badges and speaker name tents.
- Providing MCLE recordkeeping and event evaluation forms for attendees.
- Distributing electronic course materials in advance of the program (if provided by the section in accordance with the OSB CLE course materials submission requirements below).
- Reporting attendance information to MCLE for posting to OSB members' compliance reports.

Additional related services at no extra charge:

- OSB staff consultation for marketing materials and course materials.
- Up to three emails announcing the event.
- Web hosting (up to three months) of electronic course materials (1 gigabyte or less).

To discuss services or request a CLE Registration Services Packet, please email or call Ms. Kes Joerg, OSB CLE Seminars Planning Specialist, kjoerg@osbar.org or (503) 431-6326 or (800) 452-8260, ext. 326.