Oregon State Bar | CLE Seminars
Powering Your Professional Development

2020 PLANNING GUIDELINES FOR COSPONSORED VIRTUAL CLE EVENTS

These guidelines are designed to assist sections and the CLE Seminars Department ("OSB CLE") in meeting the OSB's mission to improve the quality of legal services. This includes engaging the diversity of the Oregon bench and bar to reflect the diversity of the people of Oregon, by educating attorneys about the cultural richness and diversity of the clients they serve, and by removing barriers to justice.

The information below applies to half-day (3 – 4 credit hours) or single-day seminars (4.25 - 6 credit hours). Series and multi-day events should be discussed with OSB CLE Seminars staff as early as possible during the planning process.

Format

Remote delivery: a live video presentation with PowerPoint slides delivered from the presenter's location (usually home or office) to a live online audience.

Budget

- **Complimentary Registration:** Limited to speakers and up to six (6) planners for a full-day seminar or four (4) planners for a half-day seminar. Other proposed complimentary or reduced seminar registration rates should be discussed with the Director of CLE Seminars.
- **Speaker Fees and Gifts:** Board Bylaw 16.1 prohibits OSB CLE from giving OSB members either speaker fees or gifts beyond a "modest memento or other recognition of appreciation." The standard appreciation gift for OSB members and volunteer non-OSB members is a $10 Amazon gift card. OSB CLE does not pay honorariums or speaker fees for non-OSB members speaking at cosponsored events. Sections, subject to applicable Board bylaws regarding the use of section funds, may provide speaker honoraria, fees, or additional thank-you gifts.
- **Seminar Fees and Expenses:** Registration rates for cosponsored seminars are set by OSB CLE to cover program expenses, including staff time. OSB CLE will collect all registration and other seminar-related fees and pay seminar expenses from these funds, including but not limited to administrative or overhead charges. Sections may use section funds for full or partial registration scholarships or otherwise subsidize the registration fee to encourage attendance.

Seminar Planning

- **Seminar Content and Presenters:** Sections are responsible for developing the subject matter of the seminar, establishing the seminar agenda, inviting speakers, and timely conveying this information to OSB CLE staff. OSB CLE staff will provide section planners a production schedule with due dates.
- **Seminar Date:** Assigned on a first come, first-reserved basis and subject to staff availability.

- **Start and Conclusion:** An 8:30 or 9 a.m. start time is recommended. Half-day programs are typically 3 to 4 hours long (with 5-minute transitions between each presentation), while full-day programs are 4.25 to 6 hours long (with 5-minute transitions between each presentation). 10-minute stretch breaks and 30 to 45 minutes lunch breaks are recommended.

- The minimum presentation time for CLE credit is 30 minutes. The maximum recommended time for a single presentation is 60 to 75 minutes. The virtual platform is best suited for one or two presenters per session. The maximum number of presenters (including a moderator) is four.

- A presenter should be allotted time based upon the topic and his or her level of comfort giving a virtual presentation. Those with less experience may be more comfortable with a 30-minute presentation, while a more seasoned presenter with a complex topic may need more time. Please note that under the MCLE rules, presentations that conclude earlier than the scheduled ending time will require re-accrediting the entire seminar.

- **Moderator:** A section member should be designated to act as the program moderator for the seminar. The moderator is responsible for introducing the presenters for each session, monitoring the presentation time, and assist with questions submitted online.

Seminar Logistics

OSB CLE are responsible for:

- **Presenter Coordination:** Sending presenters written confirmation with due dates for submitting course materials and marketing information; obtaining speaker release forms.
- **Technology:** Training the presenters on using the content delivery platform and providing viewer presenter and tech support during the seminar.
- **Visual Aids:** Collecting and uploading the presenters' PowerPoint slides to the content delivery platform.
- **Course Materials:** Collecting, collating, and electronically distributing the presenters' course materials.

Marketing

OSB CLE staff will prepare and disseminate all marketing materials. Electronic notices are the primary source of communication. Timely delivery to the membership of CLE marketing materials is dependent upon the timely submission by the section of seminar content and speaker information. Sections with websites are encouraged to post an electronic copy of the brochure, as well as include event notices in newsletters and other communication to section members.

Cosponsorship questions? Please contact Ms. Kes Joerg, CLE Seminars Planning Specialist, kjoerg@osbar.org.