WSBA CLE Presenter Guidelines

Using Images and Videos in Your Presentation

Without written reprint permission, all images and videos will be removed after the live presentation and will not be included in the on-demand seminar.

Reprint permission is required for WSBA to publish anything that is not your original work, including images and videos that you did not create yourself. Images and videos found online may not be permissible to use in this context**.**

If you plan to use any images or videos that would be essential to the educational content, please contact your WSBA Education Programs Lead immediately to assist you in requesting reprint permission.

Please note that removing a video will shorten the on-demand CLE and may impact accreditation.

Images

Please provide written permission for images that would be essential to the educational content (e.g. email from publisher/owner, citation). If you do not have this, please contact the WSBA Lead so they may help you request permission.

If applicable, please include citation (e.g. URL) as documentation that an image is open source or public record).

Videos

Please let the WSBA Lead know if you plan to use a video as far in advance as possible (no later than two weeks prior to the seminar). **You will need to provide an electronic copy/file** in the highest resolution possible. The preferred aspect ratio is 720 x 480, and the preferred file type is .mp4.

Please provide written permission for videos that would be essential to the educational content (e.g. email from publisher/owner). If you do not have this, please contact the Lead so they may help you request permission.

If applicable, please include citation (e.g. URL) as documentation that an image is open source or public record.

YouTube/Vimeo: On24, our online webcast platform, allows screensharing; however, the screenshare feature does not have sound and any videos shared via screenshare will be silent. If you need to use a video that requires sound, please submit a hard copy in .mp4 format. Videos displayed via screenshare must still have applicable permissions.