**Section Webinar Tool Guide**

WSBA is pleased to offer webinar capability for Sections to provide their members with free or low-cost, accessible educational programming. Short for web-based seminar, a webinar is a presentation, lecture, workshop or seminar broadcast via an online interactive conferencing platform. Sections may use WSBA’s webinar tool (featuring the use of audio with PowerPoint slides and live chat option) remotely or in the WSBA webinar studio to deliver Mini-CLE* programming to attendees around the world. While the usage of the webinar tool does not change the current Mini-CLE process, it does create additional requirements and processes which are outlined below. Please email minicle@wsba.org for more information or to schedule a webinar.

**USE OF THE WSBA WEBINAR TOOL FOR DELIVERY OF A MINI-CLE:**

Requirements:
- A designated Producer for the Section webinar is required to schedule and take a free, one-hour Producer training in advance of using the webinar tool for the first time. Training includes a webinar tool tutorial and review of best practices.
- Sections will be charged $100 per use of the WSBA webinar tool.
- Written materials and PowerPoint slides for the webinar must be received at least 48 hours in advance by the designated CLE staff contact.

Scheduling the WSBA Webinar Tool and Studio:
- The WSBA webinar tool and studio are available to use on weekdays between 8 a.m. and 5 p.m., subject to calendar availability.
- The Section will follow the same procedure described in the Mini-CLE Event Form. The request must indicate that the section plans not only to host a webinar but to use the WSBA Webinar tool and studio. A Section may schedule use of the webinar tool only if broadcasting the seminar from an offsite location. The Section must include the name of a WSBA-trained Producer and their contact information at the time of submitting the Event Form.
- Requests must be made at least six weeks in advance of the anticipated program delivery date.
- A Section may schedule one webinar per month, subject to calendar availability.
- There are four Mini-CLE webinar slots available per month.
- Registrations and marketing for webinars will follow the established Mini-CLE protocol.

Limitations:
- Webinars may be scheduled for up to 2 hours of accredited time plus minimal additional preparation time.
• Webinars are not made available on the WSBA CLE store for purchase as a recorded product. They will be viewable for 12 months from a portal page accessible to Section members from the Section’s home page on the WSBA website. Credits are not available for viewing a recording.

• Limited CLE staff technical support is available to the Producer during a webinar. There will be a dedicated email address accessible to the Producer to communicate any technical issues.

• The WSBA Webinar Tool and Studio is limited to accredited educational seminars only.

*A Mini-CLE is a short educational program (no more than 2 credit hours) that is largely organized by section executive committee members.*

Final – Last Revision April 23, 2019