Mini-CLE Quick Reference Guide

The chart below gives a basic overview of the roles and responsibilities for a Mini-CLE.
Please see page 2 of this document for an overview of webinar/in-person event/hybrid event procedures.
Please email any questions to minicle@wsba.org.

Tasks	Timeframe	Section	WSBA
Designs CLE Program & Recruits Speakers	3-6 months prior*	X	
Checks for potential date conflicts and reserves date on the WSBA CLE calendar[1]	Up to 6 months prior		X
Secures event space/webinar platform and assumes event-related expenses[2]	3-6 months prior*	X	
Submits completed event form	At least 6 weeks prior	X	
Reviews event form and works with Section to make sure all details are complete	At least 6 weeks prior		X
Communicates procedures and timelines	Throughout/intermittently		X
Reviews agenda and submits for appropriate MCLE accreditation	6 weeks prior		X
Sets up and administers registration	6 weeks prior		X
Creates marketing materials and sends e-blast marketing email[3]	4-5 weeks prior		X
Collects & distributes course materials	At least 1-2 days prior	X	
Reviews course materials for MCLE accreditation standards[4]	At least 1-2 days prior		X
Administers all aspects of the day-of event	Day of event	X	
Reports CLE credit[5]	Within 30 days of event		X

*Recommended

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[1] WSBA CLE generally avoids having two CLE programs scheduled at the same time. You may request to reserve a date/time prior to submitting your event form (up to 6 months in advance) by emailing minicle@wsba.org.

[2] Sections may not enter into contracts/agreements without prior WSBA approval. Please confirm all expenses with your section's staff liaison prior to submission of the Mini-CLE form.

[3] WSBA will post information about the program to the Sections webpage on WSBA.org and/or send an e-blast (e-mail marketing) promoting the program, if requested. You can request an e-blast on the event form. We also encourage Sections to market the event by utilizing personal contacts and other communication modes, e.g., section's list serve.

[4] Course materials must meet MCLE accreditation standards per APR 11(h)(3). WSBA may request edits in order to meet accreditation standards.

[5] Please see "Recording Attendance" on next page for specific procedures.

Sections may choose to host a Mini-CLE via webinar, in-person event, or hybrid[6] event. Below is an overview of what to expect for each event type. You will need to indicate the event type on your completed event form.

	WSBA On24 Webinar	Third-Party Platform Webinar	In-person
Cost	$112 ($100 On24 fee + $12 accreditation fee)	$12 accreditation fee + cost of platform (e.g., Zoom)	$12 accreditation fee + cost of venue, food, etc.[7]
Registration	Open until webinar begins. WSBA will send automated emails to registrants with seminar information and a login link to the webinar.	Closes 2 days prior to event[8]. WSBA will send confirmation of registration. The Section must email the webinar link/login information to registrants.	Closes 2 days prior to event. WSBA will send an automated email reminding attendees of location and time.
Course Materials[9]	The Section contact uploads PowerPoint (if using) to On24. WSBA staff uploads handouts + PDF copy of any PowerPoint to Resource List in On24 so attendees can download directly.	The Section contact must email a copy of all course materials (handouts, PowerPoint, etc.) to registered attendees.	The Section contact must email a copy of all course materials (handouts, PowerPoint, etc.) to registered attendees OR must print hard copies to distribute in-person.
Recording	An archive link to a recording[10] will be available to view up to one year after the seminar.	Not allowed.	Not allowed unless the event is a hybrid *and* the webinar component is hosted via On24 (see On24 column).
Technical Support[11]	The Section member producing the Mini-CLE must attend a Mini-CLE Producer On24 Training. On the day of the event, limited WSBA staff technical support will be available.	The Section is responsible for setting up the platform. WSBA staff cannot provide technical support for third party platforms. All inquiries will be forwarded to the Section contact.	All inquiries will be forwarded to the Section contact. WSBA will provide detailed instructions for sign-in plus processing walk-in registrants.
Recording Attendance	Attendance is automatically captured when attendees login to On24. No additional action is required by the Section.	WSBA CLE provides a Survey Monkey link to an attendance attestation. The Section must provide this link in the chat during the seminar so attendees can confirm their attendance.	WSBA will provide sign-in sheets and walk-in registration forms. The Section must return completed sheets/forms to minicle@wsba.org within 3 days of the seminar.

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[6] If hosting a hybrid event (both in-person and webinar components), please review all relevant columns.

[7] Sections may not enter into contracts/agreements without prior WSBA approval. Please confirm all expenses with your section's staff liaison prior to the submission of the Mini-CLE form.

[8] Once registration closes, WSBA staff will email a list of registrants plus sign-in sheets (if in-person) to the Section contact indicated on the Mini-CLE form.

[9] Course materials must be emailed to minicle@wsba.org no later than 2 days prior to the Mini-CLE. Course materials must meet MCLE accreditation standards per APR 11(h)(3).

[10] Archive link recordings are **not** eligible for MCLE credit. The Section must obtain written consent from the presenter(s) to disseminate the link and/or post the link on the Section webpage.

[11] The Section must designate a contact email for all technical support questions.