

## **Zoom CLE Requirements:**

- 1. CLE date with start and end times**
- 2. Topic title and brief description (2-3 sentences max)**
- 3. Speaker(s) name and email -- please also include anyone who will act as a co-host/moderator**
- 4. MCLE credit hours (including any ethics)**
- 5. Pricing (free to everyone, free to only members and \$XX for non-members, \$XX for everyone, etc.)**
- 6. Dress rehearsal date and time (confirm with your speaker(s), moderators, and any behind the scenes co-hosts -- all should attend the rehearsal)**

**All info must be turned in at least 3 weeks prior to the CLE date.** Once we have that info, we can request MCLE credit and get a course number for you. MCLE charges an additional \$50 rush/late fee for any courses requested within 15 days of the event date. Then we can create a Zoom webinar link and get an eblast put together to advertise the CLE. Remember we require 48 hours to put together an eblast.

**We also require a dress rehearsal prior to the CLE,** so please coordinate with your speaker(s) to let us know what date and time works best for that. We highly recommend you attend the dress rehearsal in the same place (home, work, etc.) as you plan to attend on the day of the CLE, using the same tech you plan to use for your presentation, so we can work out any kinks with the tech. The rehearsal typically takes only 20-30 minutes, but is important so we can familiarize presenters and co-hosts with the webinar platform, the Q&A feature, etc. and in general just to ensure everyone is on the same page working together on Zoom.