



# **CLE Coordinator Handbook for Program Planning**

July 2023

## **Playing on the ISBA All Star CLE Team**



*ISBA LawEd: The best CLE to enhance the professional competence of ISBA members.*

## TABLE OF CONTENTS

### **CLE COORDINATOR ROLE AND EXPECTATIONS**

---

CLE COORDINATOR ROLE AND BENEFITS	3
PROGRAMMING EXPECTATIONS	5
PROPOSAL DEADLINES	8
CLE COMMITTEE LONG RANGE PLANNING GOALS AND OBJECTIVES	9

### **ISBA'S CLE COORDINATOR RESOURCES FOR PLANNING**

---

ISBA WEBPAGE AT <a href="http://WWW.ISBA.ORG/CLE/COORDINATORS">WWW.ISBA.ORG/CLE/COORDINATORS</a>	
TOP 50 ON-DEMAND PROGRAMS LAST YEAR	10
ON-DEMAND CATALOG TOPIC REVIEW	12
ACCREDITATION EXTENSION REQUEST FORM	14
FACULTY RECRUITMENT – SPEAKERS W/ DISABILITIES AND NEW SPEAKERS	16
SECTION MEMBER CLE SURVEY TEMPLATE	17
QUICK TAKES SHORT VIDEOS	19
TABLE CLINIC OPTIONS AND TEMPLATES	20
PLANNING PANEL PRESENTATIONS	23
DEVELOPING AND INCORPORATING POLLING QUESTIONS	24
LIVE ONSITE PROGRAM PARAMETERS	25
PROPOSAL FORM – LIVE WEB	27
PROPOSAL FORM – LIVE ONSITE	32
EXAMPLE PROGRAM PROPOSAL	36

### **ISBA CLE COMMITTEE AND STAFF SUPPORT**

---

LIST OF COORDINATORS AND LIAISONS	40
ROLE OF CLE LIAISON	46
ANNUAL CLE REPORT	48
CLE PROGRAM FLOW CHART	49
LAW ED PROMOTIONS	53
SAMPLE EVALUATION FORM	55
SAMPLE SPEAKER PACKET	
EMAIL TO SPEAKERS	57
GENERAL INFORMATION	59
PREPARE FOR YOUR ISBA RECORDING	61
PRESENTATION AGREEMENT	62
SAMPLE SPEAKER PROGRAM PROMOTION EMAIL	
EMAIL TO SPEAKERS	64
SAMPLE SPEAKER INVITATION	65
LAW ED FACULTY RESOURCES – <a href="http://WWW.ISBA.ORG/CLE/FACULTY">WWW.ISBA.ORG/CLE/FACULTY</a>	
VIDEO RESOURCES	66
MATERIALS GUIDELINES	67
OPTIONS FOR INTERACTIVITY	71
MISCELLANEOUS LAW ED POLICIES	
PRICING	73
DESTINATION CLE	76
FINANCIAL CONTRIBUTOR/SUBSIDIZED CLE	78

## ISBA CLE Coordinator – Volunteer Position Description

### **SUMMARY OF RESPONSIBILITIES**

Upon appointment by the chair of a section or committee, the ISBA CLE Coordinator serves voluntarily as the lead coordinator for the CLE programming of that section or committee for the term of the bar year, July 1 – June 30. The CLE Coordinator is responsible for all section or committee programming, whether presented live onsite or via live and on-demand electronic media.

### **PRIMARY RESPONSIBILITIES**

- At the beginning of the bar year:
  - Review the Annual CLE Committee report with the CLE Committee liaison which includes the section or committee's CLE history, master CLE curriculum calendar with upcoming assigned dates, past program evaluations and more
  - Take an ISBA Online CLE program to understand the experience of our members, since almost all ISBA CLE hours are delivered online
  - Review all ISBA Online CLE content for your subject area and expirations dates (2 years after presented) to identify deficits and plan programming to fill those deficits
  - Identify any of your section or committee Online CLE programs with accreditation expirations dates that should be extended because the content is still current and beneficial for viewing and request an accreditation extension via the form at [www.isba.org/cle/coordinators](http://www.isba.org/cle/coordinators)
- Plan and formally propose the number of CLE programs requested by the CLE committee for the section or committee you represent, including the requested number of webcasts or webinars
- Submit proposals by the CLE deadlines occurring during the bar year for which you are appointed
- Work closely with the section council or committee you represent to select topics, develop topic descriptions, recruit quality speakers, communicate requirements to speakers, and help ensure quality written materials are submitted by the deadline
- Encourage speakers to take advantage of ISBA's faculty development resources
- Utilize knowledge of the educational needs of lawyers to construct proposals for programming to ensure ISBA's CLE offerings remain of maximum benefit to Illinois practitioners
- Facilitate and coordinate the implementation of programs approved by the committee through cooperative work with ISBA staff who support administration of the programs
- Serve as Moderator for programs coordinated or recruit others to moderate
- Incorporate interactivity in live CLE programs to engage the audience

## Coordinating an ISBA Law Ed Program

By coordinating a CLE program, you will . . .

1. Connect with authorities in your field, especially with the section council or committee members you work with to coordinate the program
2. Receive complimentary attendance and MCLE credit at the CLE program you plan
3. Have an opportunity to moderate the program and improve your own public speaking skills
4. Improve your leadership skills which often leads to opportunities for other leadership roles in ISBA and other professional organizations
5. Expand your professional network by meeting speakers, attendees and even online viewers who may connect with you after viewing the program in the online CLE archives (good source of referrals)
6. Give back to the profession by providing legal education for your colleagues
7. Get your questions answered on topics of interest
8. Increase your knowledge in your practice area
9. Get support from the CLE committee, other CLE coordinators in the Online Coordinator community, and ISBA CLE staff throughout the process! We make it easy for you!

Access all the information you need to plan a program, as well as program proposal forms at [www.isba.org/cle/coordinators](http://www.isba.org/cle/coordinators)



**Section & Committee Annual CLE Programming Expectations – FY 2023-24**  
**Requested Minimum Number of CLE Hours to be Produced for On-Demand Catalog**

**Sections**

**Requested Hours are based on historical practice and “active” dues paying membership size:**

- 1401 and up - **20** hours, including “practice ready” basics content
- 701-1400 – **10** hours, including “practice ready” basics content
- 251 – 700 – **5** hours, including “practice ready” basics content
- 250 or less – **2** hours, including “practice ready” basics content

**Please review the ISBA On-Demand CLE Catalog to ensure you have “practice ready” basics content available at all times, to identify missing topics, and to avoid duplicate topics.**

<b>Section</b>	<b>Requested Hours of CLE Content to Produce for On-Demand Catalog</b>	<b>“PRACTICE READY” BASICS CLE INITIATIVE</b> <i>The hours below will count toward your requested hours of CLE content.</i>
		<b>Please include:</b>
Administrative Law	<b>2</b>	<b>1</b> hour basics
Agricultural Law	<b>5</b>	<b>1</b> hour basics
Alternative Dispute Resolution	<b>2</b>	<b>1</b> hour basics
Animal Law	<b>2</b>	<b>1</b> hour basics
Bench and Bar	<b>5</b>	<b>1</b> hour basics
Business Advice, Collections, & Financial Planning	<b>5</b>	<b>1</b> hour basics
Business & Securities Law	<b>5</b>	<b>1</b> hour basics
Cannabis Law	<b>5</b>	<b>1</b> hour basics
Child Law	<b>2</b>	<b>1</b> hour basics

<b>Section</b>	<b>Requested Hours for On-Demand Catalog</b>	<b>“PRACTICE READY” BASICS CLE INITIATIVE Please include:</b>
Civil Practice & Procedure	20	3 hours basics
Commercial Banking, Collections, & Bankruptcy	5	1 hours basics
Construction Law	2	1 hour basics
Corporate Law Departments	5	1 hour basics
Criminal Justice	5	1 hours basics
Education Law	2	1 hour basics
Elder Law	5	1 hour basics
Employee Benefits	2	1 hour basics
Energy Utilities Trans & Tele	2	1 hour basics
Environmental Law	2	1 hour basics
Family Law	20	3 hours basics
Federal Civil Practice	2	1 hour basics
Federal Taxation	5	1 hour basics
Food Law	2	1 hour basics
General Practice, Solo/Small Firm	5	1 hour basics
Health Care	5	1 hour basics
Human and Civil Rights	2	1 hour basics
Insurance Law	5	1 hour basics
Intellectual Property	5	1 hour basics
International & Immigration Law	2	1 hour basics
Labor & Employment Law	5	1 hours basics
Local Government Law	5	1 hour basics
Mental Health Law	2	1 hour basics
Mineral Law	2	1 hour basics
Privacy & Information Security Law	2	1 hour basics
Real Estate	20	3 hours basics
Senior Lawyers	2	1 hour basics
Sports and Entertainment Law	2	1 hour basics
State & Local Taxation	5	1 hour basics
Tort Law	10	2 hours basics
Traffic Laws & Courts	5	1 hours basics
Trusts & Estates	20	3 hours basics

<b>Section</b>	<b>Requested Hours for On-Demand Catalog</b>	<b>“PRACTICE READY” BASICS CLE INITIATIVE Please include:</b>
Workers’ Compensation	<b>5</b>	<b>1 hour basics</b>
Young Lawyers Division	<b>20</b>	<b>3 hours basics</b>

## **Committees**

<b>Committee</b>	<b>Requested Hours of CLE Content for CLE On-Demand Catalog</b>
Committee on ARDC	<b>2</b>
Committee on Corrections & Sentencing	<b>5</b>
Standing Committee on Delivery of Legal Services	<b>5</b>
Committee on Disability Law	<b>5</b>
Committee on Government Lawyers	<b>5</b>
Committee on Law Office Management & Economics	<b>5</b>
Committee on Legal Technology	<b>5</b>
Committee on Military Affairs	<b>5</b>
Committee on Racial & Ethnic Minorities	<b>5</b>
Committee on Sexual Orientation & Gender Identity	<b>5</b>
Standing Committee on Women & the Law	<b>5</b>

Co-sponsorship is encouraged, but hours produced will count only for the lead co-sponsoring section or committee.

Note, if you have previously recorded programs that are still current and relevant, you may ask for an accreditation extension beyond the original two years in lieu of recording a new program. However, the extended program hours will not count toward the hours of new programming requested above. See extension request form on ISBA CLE coordinator webpage – [www.isba.org/cle/coordinators](http://www.isba.org/cle/coordinators)

Webcasts are encouraged as a way to address “hot topics” and a way to capture high quality programming for the popular on-demand CLE catalog where most of ISBA CLE hours are delivered.



# 2023-2024 Deadlines

## CLE Proposal Deadlines

CLE programs and speakers should be confirmed four to six months prior to the event, unless it is a hot topic that can be presented more quickly. In the FY23-24 term, please plan programs that will occur between October of 2023 and November of 2024. The proposal form is available at <http://www.isba.org/cle/coordinators>.

## Live Onsite Programs

Submission Deadline	Presentation Date
July 15 <sup>th</sup>	December or January
September 15 <sup>th</sup>	February or March
November 15 <sup>th</sup>	April or May
January 15 <sup>th</sup>	June
March 15 <sup>th</sup>	September
May 15 <sup>th</sup>	October or November

## Webcast or Webinar Presentations

Submission Deadline	Presentation Date
July 15 <sup>th</sup>	October or November
September 15 <sup>th</sup>	December or January
November 15 <sup>th</sup>	February or March
January 15 <sup>th</sup>	April or May
March 15 <sup>th</sup>	June
May 15 <sup>th</sup>	<sup>8</sup> September

# ISBA CLE COMMITTEE

## Long Range Planning

### Goals and Objectives

August 2018 Updated August 2019, November 2019, December 2019

<p><u>ISBA CLE Mission</u></p> <p>ISBA Law Ed will provide the best CLE to enhance the professional competence of ISBA members.</p>
<p><u>ISBA CLE Goals - 2018</u></p> <ol style="list-style-type: none"> <li>1. Increase and retain ISBA membership through CLE</li> <li>2. Focus on Online CLE catalog content to better serve our primary member CLE audience (online) and better use ISBA’s limited resources through a planned curriculum that defines and generates the necessary core content, with special emphasis on new attorney content</li> <li>3. Improve quality of all programs—substance, speakers, materials and delivery—especially online CLE programming and user experiences</li> </ol>

<p><u>Critical Next Steps to Achieve ISBA CLE Goals</u> <u>With Subcommittee Assignments</u></p>	
Critical Next Steps To Achieve ISBA Goals	Subcommittee
Review online catalog to identify missing content and develop processes to fill those voids	
Work to identify and generate a complete online catalog of New Attorney CLE content with short “just-in-time” CLE segments	
Develop new and younger faculty members	Faculty Development Subcommittee
Review and refine role of CLE coordinator - appointments, expectations, training, support and recognition	CLE Coordinator Subcommittee

<p><u>Highly Important Next Steps to Achieve ISBA CLE Goals</u> <u>With Subcommittee Assignments</u></p>	
Highly Important Next Steps To Achieve ISBA Goals	Focus Group
Explore the idea of an ISBA CLE program attorney position	Programming Subcommittee
Explore certification programs	Programming Subcommittee

<u>Staff Driven Projects</u>
Explore Procertus Programming



## Top 50 Online CLE Programs

July 1, 2022 – June 30, 2023  
(Ranked by total number of orders)

1. 6 Hour ISBA Professional Responsibility MCLE Bundle **(ISBA)**
2. Diversity and Inclusion: We Need to Talk **(Bench & Bar)**
3. 60 Tips - 60 Minutes **(Legal Technology)**
4. The Newly Admitted Attorney Basic Skills Program by ISBA **(ISBA)**
5. 7 Things Lawyers Never Do (But Should) **(ISBA)**
6. Wellness Series - Part 1: Food for Thought **(ISBA & IJA)**
7. 2022 Illinois Legislative Update **(ISBA, SCBA, CIWBA)**
8. Chaos in the Courtroom: Civility, Decorum, and Order in the Court **(ISBA & IJA)**
9. "Boilerplate" Provisions in Contracts: Overlooked Traps in Every Agreement - A National Perspective **(ISBA)**
10. 2022 Celebration of Women as Leaders in the Profession **(ISBA, CBA, IJA)**
11. 15 Hour Solo & Small Firm Bundle – 2022 **(ISBA)**
12. Every Case is a Phone Case: Mobile Device Forensics **(Criminal Justice)**
13. 4th Annual Abraham Lincoln's Legal Legacy: Overcoming Prejudice and Racial Discrimination in the Legal Profession - Part 1 **(ISBA)**
14. Chicago's Red Summer-100 Years Later: The History, Legacy, and Impact of the 1919 Race Riots **(Racial and Ethnic Minorities)**
15. Diversity and Inclusion: Increasing Diversity within the Legal Profession **(ISBA)**
16. Advocacy in Arbitration: Tips from an Arbitrator on How to Present Your Case **(ADR)**
17. Illinois 2023: New Year, New Laws **(Bench & Bar)**
18. Digital Signatures, Smart Contracts, and Blockchain **(Legal Technology)**
19. Mindfulness for Lawyers **(ISBA SSFC)**
20. Civility and Professionalism 2022: Pivoting for the Pandemic - Part 1 **(Bench & Bar)**
21. 2023 Traffic Case Law & Legislative Update **(Traffic Laws and Courts)**
22. College Athletes: Earning Income through Illinois' New Name, Image, and Likeness Laws **(ISBA)**
23. Drafting and Administering Trusts Under the Illinois Trust Code - Part 1 **(Trusts & Estates)**

24. SSFC - Staying Happy, Being Productive **(ISBA)**
25. SSFC - Improving Your Mental Health **(ISBA)**
26. 10th Annual Minority Bar CLE Conference - Day 1 **(ISBA)**
27. Elder Law Basics: Will Drafting 101 **(Elder Law)**
28. Bullies in the Workplace: Legal Implications and Recommended Solutions **(Labor & Employment)**
29. Catch Them If You Can: Developments in Debt Collection **(Commercial Banking, Collections, and Bankruptcy)**
30. Elder Law Basics: I'm a Fan of Trusts – Here's Why You Should Be Too **(Elder Law)**
31. Document Management and Retention - Can I Throw It Away Yet? **(ISBA)**
32. 4th Annual Abraham Lincoln's Legal Legacy: Overcoming Prejudice and Racial Discrimination in the Legal Profession - Part 2 **(ISBA)**
33. Planning for and Calculating the Illinois Estate Tax **(Trusts & Estates)**
34. The Expanding Challenges for Attorneys: Mental Health and Substance Abuse Issues **(Bench & Bar)**
35. From the Classroom to the Courtroom: Identifying and Avoiding Microaggressions and Implicit Bias **(Education Law)**
36. Elder Law Basics: Drafting Powers of Attorney 101 **(Elder Law)**
37. 2023 Federal Taxation Update - Part 1 **(Federal Tax)**
38. Asset Protection Techniques for Real Estate - A National Perspective **(ISBA)**
39. Engagement Letters, Timesheets, and Billing Tips **(Law Office Management and Economics)**
40. SSFC - Mindfulness for Attorneys: Combating Workplace Stress + Burnout **(ISBA)**
41. Data Protection and Security Practices for Lawyers and Their Firms **(Corporate Law)**
42. Blockchain Security: What Lawyers Need to Know **(Legal Technology)**
43. Wellness Series - Part 2: Building Your Resilience Bank Account **(ISBA & IJA)**
44. 2022 Americans with Disabilities Act Update - A National Perspective **(ISBA)**
45. Rooting Out Racial Bias **(ISBA & IJA)**
46. Digital Signatures **(ISBA)**
47. 15 Hour Solo & Small Firm Bundle – 2021 **(ISBA)**
48. Like the Law, Happiness is a Practice **(ISBA)**
49. 2021 Trust and Estate Planning Update - A National Perspective **(ISBA)**
50. Running to the Roar: Why We Need Courageous Conversations **(ISBA)**

# Ways to Identify Current Online CLE Content for an ISBA Section or Committee

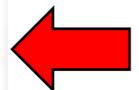
## OPTION 1:

1. Go to [www.isba.org/cle/coordinators](http://www.isba.org/cle/coordinators) and select the link to “current Online CLE programs”:

### CLE Program Planning Requirements and Resources

#### Coordinator Planning Information

- Check your **section's or committee's current Online CLE programs** to identify and plan for missing topics in your next program.
- [CLE Coordinator Handbook](#)
- [Checklist for CLE Coordinators](#)
- [Example Agendas](#)



2. Select your group from the list of sections and committees at [www.isba.org/cle/coordinators/programs](http://www.isba.org/cle/coordinators/programs) and view current available content sponsored by that section or committee. If a section or committee doesn't appear then there are no current programs.



### Committees

- Attorney Registration and Disciplinary Commission
- Delivery of Legal Services
- Disability Law
- Racial and Ethnic Minorities and the Law
- Sexual Orientation and Gender Identity
- Women and the Law

### Sections

- Administrative Law
- Agricultural Law
- Alternative Dispute Resolution
- Animal Law
- Federal Taxation
- General Practice, Solo, and Small Firm
- Health Care Law
- Human Rights

## OPTION 2:

1. Use the search filters on the ISBA CLE On-Demand CLE page to search for all content related to your section or committee, not just programs sponsored by them. Search the new lawyers and practice ready basics categories for back to basics programming. [www.isba.org/cle/ondemand](http://www.isba.org/cle/ondemand)



### Filter Programs By:

Title:

Topic: Practice Ready Basics

PMCLE: - Any -  
Professional Responsibility MCLE Credit (PMCLE included in general MCLE credit)

Closed Captioned

### Trending Topics

- Law Office Management
- Legal Technology
- New Lawyers
- Basic Skills for New Attorneys
- On-Camera Speaker Tips

**ISBA Members: All programs listed below are eligible for Free CLE**

Eligibility to earn MCLE credit for recorded programming expires two years from the program date unless otherwise noted; you must view and certify credit within this period. The date you certify completion is the date recorded for earning your MCLE credit. Note, you may not claim credit for attending/completing the same course twice within a 12 month period.

Course	MCLE	PMCLE
Business Considerations in Structure and Managing an Estate Planning Practice - Practice Ready Series	0.50	
Cannabis 101: Advising Your Illinois Clients on the Cannabis Industry	1.00	
E-Filing: How to File Properly While Meeting Privacy Obligations	1.00	1.00
Eliciting What You Need to Know from Your Client - Practice Ready Series	0.50	



## **ISBA Section/Committee Request to Extend Online CLE Program Accreditation Period**

**Program Title:**

**Sponsoring Section or Committee:**

**CLE Coordinator Making the Request:**

**Expiration Date, if Currently Listed in ISBA Online CLE Catalog:**

*(typically two years from original recording date)*

**New Expiration Period Requested:**

*(Can re-accredit up to two years)*

**Date Submitted:**

**SUBMIT THIS REQUEST:**

Online at: <https://www.isba.org/cle/coordinators/extendcredit>

Or directly to the ISBA CLE Department, Attn: Tara Sanders

Illinois State Bar Association, 424 South Second Street, Springfield, IL 62701

Email: [tsanders@isba.org](mailto:tsanders@isba.org)

**WE WILL NOTIFY YOU WHEN THE EXTENSION IS COMPLETED.**

# ISBA LAW ED FACULTY Join Us!



Interested in **JOINING** the ISBA Law Ed Faculty, **BOOSTING YOUR CAREER**, becoming known as an **AUTHORITY** on your topic, and earning **COMPLIMENTARY MCLE CREDIT** as an ISBA Law Ed presenter??

**WE MAKE IT EASY TO GET INVOLVED!**

#### Get started with any of the following options:

- Film a "Quick Takes for your Practice" short video  
[www.isba.org/iln/quicktakesforyourpractice](http://www.isba.org/iln/quicktakesforyourpractice);
- Volunteer to assist an experienced speaker or panel presentation on a particular topic, do research for the topic, or just ask questions during the presentation to keep the dialogue flowing;
- Suggest a new topic for a Law Ed presentation and be matched with an experienced speaker; and/or
- Volunteer to help coordinate or plan a CLE program.

For more info, contact an ISBA CLE Committee Member  
or an ISBA CLE Staff Member via email at: [speakerinfo@isba.org](mailto:speakerinfo@isba.org)

**Resources for Building a Diverse and Inclusive Law Ed Faculty:  
Identifying Speakers with Disabilities**  
*Provided by the ISBA Disability Law Section*

**Disability Rights Bar Association**

<http://disabilityrights-law.org/>

**National Association of Blind Lawyers**

<http://www.blindlawyers.net/>

**Deaf and Hard of Hearing Bar Association**

<http://www.deafbar.org/>

**ABA Commission on Disability Rights**

<https://www.americanbar.org/groups/diversity/disabilityrights/>

## Section Member CLE Survey - Template

*To Send to all Section Members, not just Section Council Members  
(Survey can be adapted to the specific substantive law area)*

This survey is sent by the ISBA's \_\_\_\_\_ Section Council to get input on your preferred ISBA CLE program topics and formats, so the ISBA \_\_\_\_\_ Section Council can plan and present programming for the On-Demand Electronic CLE catalog to best meet your needs and interests.

1. What format of ISBA CLE have you attended or participated in: (Select all that apply)
  - a. On-Demand CLE (this is pre-recorded electronic CLE including the 15 hours of Free On-Demand CLE each bar year for ISBA members)
  - b. Live Webcasts (electronic CLE viewed live online as it is presented)
  - c. Live On-Site CLE (pre-pandemic)
  - d. None (skip to question 4)
  
2. What did you like about the ISBA's CLE? \_\_\_\_\_
  
3. If you have taken an ISBA On-Demand CLE program, how satisfied were you with the topic choices available in the \_\_\_\_\_ substantive law area?
  - a) Very Satisfied
  - b) Satisfied
  - c) Neither satisfied nor dissatisfied
  - d) Dissatisfied
  - e) Very dissatisfied
  
4. What content is missing from the ISBA [On-Demand CLE catalog](#) on \_\_\_\_\_ (section's area of law) that you would take from ISBA if it was available? (please be specific)  
\_\_\_\_\_
  
5. What can ISBA do to enhance your member benefit of 15 hours of Free On-Demand CLE per bar year? \_\_\_\_\_
  
6. If given the option, how would you prefer to participate in future ISBA \_\_\_\_\_ Section CLE programs?
  - a. Live onsite
  - b. Live webcasts viewed online at the time they are presented
  - c. On-Demand CLE, pre-recorded and available anytime 24/7
  - d. Other \_\_\_\_\_

7. Other \_\_\_\_\_(section) CLE comments or suggestions? \_\_\_\_\_

8. What best describes the nature of your current job function?

- a) lawyer: in private practice
- b) lawyer: in government service
- c) lawyer: for a non-profit organization (including legal services)
- d) in-house counsel
- e) Judge
- f) law student
- g) not currently employed
- h) retired
- i) other (*please specify*):

9. If you work in a law firm, how many lawyers (including yourself) are currently employed by your law firm?

- a) 1 (just you)
- b) 2 - 5
- c) 6 - 9
- d) 10 - 24
- e) 25 - 49
- f) 50 - 99
- g) 100 or more
- h) I do not work in a law firm

10. I have practiced law:

- a) Under 3 years
- b) 3 -5 years
- c) 6 – 15 years
- d) Over 15 years
- e) I am not practicing
- f) Other \_\_\_\_\_

11. (Optional) Please provide you name and email address to be entered into a prize drawing for a \_\_ gift card.



FOR YOUR PRACTICE

Want to help ISBA provide lawyers with “just-in-time” practice-related information, including tips on practice basics for attorneys in their first five years of practice? **Record a short 3 - 5 minute video on your legal topic for ISBA's YouTube channel!**

**VISIT US ONLINE FOR ALL THE DETAILS**  
[www.isba.org/quicktakes](http://www.isba.org/quicktakes)

### HOW DO I GET STARTED?

- Review our online guidelines and tips
- Submit a video proposal online
- If accepted choose your recording option
  - Book a 30 minute recording session, if using ISBA support
  - Record on your own and submit via dropbox

### UPCOMING RECORDING DATES

- Tuesday, June 6, 2023
- Wednesday, July 12, 2023
- Tuesday, August 8, 2023
- Tuesday, September 12, 2023
- Wednesday, October 4, 2023
- Tuesday, November 21, 2023
- Wednesday, December 6, 2023

### BENEFITS

- The opportunity to build credibility as a speaker on your topic
- Exposure to ISBA's membership and a growing audience of over 2.3K YouTube subscribers
- Video views by thousands of potential referral sources
- A professionally edited video posted on ISBA's YouTube channel that you can link to or embed on your firm's website and post on social media
- The opportunity to get professional on-camera coaching and feedback, if you record with the ISBA video producer
- Satisfaction from sharing your professional expertise with your peers

## **TABLE CLINIC OPTIONS AND BENEFITS**

### **1. TABLE CLINIC PRESENTATION FORMAT**

Speakers are assigned to tables/rooms where they share their top tips and answer attendee's specific questions on defined topics. Attendees switch tables/rooms at regular intervals.

### **2. TABLE CLINIC LIVE PROGRAM BENEFITS**

- Interactive program for attendees and faculty
- Provides a way to incorporate and develop new faculty members by pairing experienced faculty and new attorneys at each table topic
- Attendees stay engaged and have more opportunity to ask questions and get answers

### **2. TABLE CLINICS WITH VIDEOS FILMED AFTER THE TABLE CLINICS**

After the live table clinic presenters prepare a video script based on the Q and A and schedule filming after the program. The table clinics will not be taped, they are preparation for the video. The video recording session will not have a live audience, but will be a straight to film production.

- The ISBA needs quality instructional CLE on its website. One way of ensuring quality CLE is preparation and organization prior to filming.
- Because the faculty first presents the topic as a substantive table clinic multiple times, the attendees' input will help the faculty identify the necessary scope of the video
- Materials are better because the presenters are required to prepare substantial substantive materials sufficient for the attendees to review post seminar to equip attendees to competently and confidently take on the task at hand. The purpose of the substantial materials is two-fold: a) to give the attendees the materials as a thank you for participating and b) to primarily to ensure that the presenters have a serious head-start on the materials necessary for the how-to-video so they are prepared well in advance of filming.
- The table clinic sessions may not cover all of the materials submitted, in fact, based upon the questions of the individual attendees the clinics may each be a bit different.
- The actual table clinic lecture will be an outline based upon the substantial substantive materials which should last 10 minutes, with questions prompted or encouraged from the attendees the entire time; if no questions are forthcoming the new attorney panel member will pepper the presenters with questions. In this manner, the presenters will know what the attendees need to know, or what confuses the attendees so they may address the same in their comprehensive how-to-video.

## SAMPLE AGENDA TEMPLATE

### LAW TABLE CLINIC SERIES

Presented by the ISBA \_\_\_\_\_ Section

***Don't miss ISBA's \_\_\_\_\_ Law Table Clinic Series!***

Join us as our speakers lead interactive discussions on a number of key \_\_\_\_\_ law topics, including ...

This interactive innovative CLE format gives you ample opportunity to ask questions, clarify issues, and discuss concerns with faculty members during each presentation. Each table clinic lasts 30 minutes with attendees moving from table to table throughout the day. The series is open to all levels of practice experience, but designed with \_\_\_\_\_ attorneys in mind.

#### **Program Coordinator/Moderator:**

*Name, Firm, City*

#### **Two Hours 15 minutes for four topics/One Hour 45 Minutes for three topics**

**Table Clinics: Round One (30 minutes per topic plus a 5 minute break to change rooms after each 30 minute session)**

- **Topic One - Room A**  
*Speaker Panel – Recommended - Two Experienced with Two New Attorneys assigned to ask questions and take notes of the questions and discussions*
- **Topic Two – Room B**  
*Recommended - Two Experienced with Two New Attorneys assigned to ask questions and take notes of the questions and discussions Speaker Panel*
- **Topic Three – Room C**  
*Recommended - Two Experienced with Two New Attorneys assigned to ask questions and take notes of the questions and discussions*
- **Topic Four – if a big crowd is expected – Room D**  
*Recommended - Two Experienced with Two New Attorneys assigned to ask questions and take notes of the questions and discussions*

**10:40 – 10:50 a.m. Break** (*refreshments provided*)

#### **Two Hours 15 minutes for four topics/One Hour 45 Minutes for three topics**

**Table Clinics: Round Two (30 minutes per topic plus a 5 minute break to change rooms after each 30 minute session)**

- **Topic One - Room A**  
*Speaker Panel – Recommended - Two Experienced with Two New Attorneys assigned to ask questions and take notes of the questions and discussions*
- **Topic Two – Room B**

*Recommended - Two Experienced with Two New Attorneys assigned to ask questions and take notes of the questions and discussions Speaker Panel*

- **Topic Three – Room C**

*Recommended - Two Experienced with Two New Attorneys assigned to ask questions and take notes of the questions and discussions*

- **Topic Four – if a big crowd is expected – Room D**

*Recommended - Two Experienced with Two New Attorneys assigned to ask questions and take notes of the questions and discussions*

**30 Minutes - Lunch (provided)**

**Two Hours 15 minutes for four topics/One Hour 45 Minutes for three topics**

**Table Clinics: Round Three (30 minutes per topic plus a 5 minute break to change rooms after each 30 minute session)**

- **Topic One - Room A**

*Speaker Panel – Recommended - Two Experienced with Two New Attorneys assigned to ask questions and take notes of the questions and discussions*

- **Topic Two – Room B**

*Recommended - Two Experienced with Two New Attorneys assigned to ask questions and take notes of the questions and discussions Speaker Panel*

- **Topic Three – Room C**

*Recommended - Two Experienced with Two New Attorneys assigned to ask questions and take notes of the questions and discussions*

- **Topic Four – if a big crowd is expected – Room D**

*Recommended - Two Experienced with Two New Attorneys assigned to ask questions and take notes of the questions and discussions*

**PLANNING TEMPLATE for a Dynamic CLE Program – (Title)**  
**Date, time, place, panelists**

<b>Time</b>	<b>Topic/Questions</b>	<b>Faculty Speaker</b>	<b>Slides</b>	<b>Added Comments By</b>
9:00 am	Introduction of panelists and objectives	AB	1-2	
	Topic	CD	3-5	EF
	Topic			
	Topic			
	Audience Brainstorm			
	Topic			
	Audience problem-solving exercise (pairs or small groups) Panelists sample solutions and respond			
	Topic			
	Summary			
	Audience Questions			

Panel Planning Sheet to be used with “Dynamic CLE Panel Sessions” by David Cruickshank of Edge International.

You may use this template with acknowledgement of  
[David.Cruickshank@edgeinternational.com](mailto:David.Cruickshank@edgeinternational.com)

## **Developing & Incorporating Polling Questions**

### **BENEFITS**

- Has a proven positive effect on comprehension and retention
- Provides valuable feedback from your audience
- Encourages participation and facilitates discussion
- Keeps the audience engaged

### **HOW TO INCORPORATE POLLING IN YOUR POWERPOINT**

- Prepare your PowerPoint presentation
- Go through it and brainstorm questions you could ask your audience
- Insert questions into your Power Point on a regular PPT slide
- List the answer choices you want to give

### **POLLING YOUR AUDIENCE USING POLL EVERYWHERE**

- ISBA has an account for this online polling software
- Audience members text their response via smart phone or submit it online
- Allows for an unlimited number of responses and attendees
- May only generate responses from more “tech savvy” audience members
- Results display on screen
- Answers are anonymous

**It is imperative that the PowerPoint with polling questions requested be submitted to ISBA staff four weeks before the program, by the materials deadline.**

**Instructions on how to use the polling system will be provided to the moderator, speaker, and attendees.**

## ISBA Guidelines for Future Live Onsite CLE

As a result of the success of ISBA's all-virtual CLE programming during the pandemic and the stated preference of over 85% of ISBA members for online CLE in the form of live webcasts and on-demand programs (*determined by surveys and CLE analytics*), the emphasis of ISBA CLE will be on live webcasts as the preferred presentation format to capture content for the ISBA on-demand CLE catalog.

However, if a section or committee desires to present a program in the live onsite format, they may submit a proposal that will be evaluated on whether the program provides attendees a unique experience, unlike the typical webcast CLE experience. Live onsite programs will be held at the ISBA's Chicago office, which can host up to 68 attendees. Other venues will be considered only if there is no venue cost to ISBA.

ISBA live onsite CLE will be allowed only in accordance with applicable public health guidelines and at such times as the ISBA believes it is safe for members and staff to congregate. ISBA retains the sole discretion to cancel a live onsite program or change the format to a webcast or recording. The health and safety of ISBA members and staff are of paramount concern and priority.

**A. Justification:** Proposals for live onsite CLE should present justification for the live onsite format. Factors that will be considered include, but are not limited to any of the following:

1. Networking is offered.
2. Interactivity is included (e.g., table clinics, polling, breakout sessions, etc.).
3. New attorneys in their first 5 years of practice (*i.e.*, who can attend for free) will be matched with a mentor for the day.
4. At least one new attorney speaker and/or one diverse speaker is included in the faculty.
5. A luncheon or reception is provided by a sponsor to be identified by the group submitting the proposal.
6. Rather than offering a live webcast of the program, selected speakers will be available after the event to record their topics for the on-demand catalog.

**B. Eligibility:** If the justification above is provided and deemed to have been met as determined by the Director of CLE in consultation with the ISBA CLE Committee, the following programs are eligible for live onsite CLE, if health and safety concerns are not an issue.

1. Joint ISBA Section/Committee CLE Programs:
  - a. Co-sponsored live onsite CLE programs.
  - b. Concurrent CLE events by multiple sections/committees.

2. One program annually by each of the six ISBA Sections with the largest section-dues-paying membership because of the greater pool of potential live onsite attendees. Attendance of 50 or more will qualify these programs to repeat in subsequent years. The qualifying sections are:
  - a) *Trusts and Estates*
  - b) *Real Estate*
  - c) *Family Law*
  - d) *Civil Practice*
  - e) *Tort Law*
  - f) *Criminal Justice*
3. Historically successful live onsite CLE programs. Attendance of 50 or more will qualify a live onsite program to be repeated in subsequent years. Qualifying programs currently include:
  - c. Agricultural Law
  - d. Environmental Law
  - e. Animal Law
  - f. Annual Abraham Lincoln's Legacy CLE
  - g. Traffic Law Updates
  - h. Bench and Bar Civility CLE
  - i. Workers' Compensation
  - j. Guardian Ad Litem programs
  - k. Minority Bar Joint CLE
4. CLE programs at ISBA Annual and Midyear Meetings.
5. Skills programs: Trial Techniques and 40 Hour Mediation.
6. Select Master Series programs.
7. Destination CLE programs, with a maximum of one per bar year for ISBA, if proposed and approved one year in advance, in accordance with ISBA's policy.
8. Other programs may be eligible, if rationale is presented and approved by the Director of CLE in consultation with the CLE Committee.



## WEBCAST PRESENTATIONS

**Complete proposal forms must accompany all proposals.**  
*\*NO ONSITE AUDIENCE*

### Submission Deadlines – Presentation Periods:

7/15	October/November
9/15	December/January
11/15	February/March
1/15	April/May
3/15	June
5/15	September

Form is also available at: [www.isba.org/cle/coordinators](http://www.isba.org/cle/coordinators) | Please submit a **typed** form.

**Please complete the following template and proposal information, adjusting as necessary.**

- A. **Proposed Program Title** *(keep it short, simple and catchy!)* \_\_\_\_\_
- B. **Presented by:** *(Sponsoring Section(s)/Committee(s))* \_\_\_\_\_
- C. **Co-sponsored by:** *(optional, but co-sponsoring sections/committees get discounts and broaden marketing base)*  
\_\_\_\_\_
- D. **Presentation Format** -  webcast from the ISBA Chicago Office studio or  web event – can be presented from any location with phone and internet; Power Point Presentations are required for web events
- E. **Date(s) requested** *(Typically a Wednesday or Thursday.)* \_\_\_\_\_  
*If Hot Topic Expedited Date Requested, Provide Justification* \_\_\_\_\_
- F. **Program Times** *(Max. 1-2 hours recommended)* \_\_\_\_\_  
\_\_\_\_\_ **hour(s) MCLE credit, including \_\_\_\_\_ hour(s) Professional Responsibility MCLE credit in the following category(ies)** *(PMCLE not required, but if offered, must be a minimum of one hour for full day programs and a minimum of one-half hour for half day programs):*
  - \_\_\_\_\_ hour(s) Professionalism, Civility, or Legal Ethics MCLE credit *(not required)*
  - \_\_\_\_\_ hour(s) Mental Health and Substance Abuse MCLE credit *(not required)*
  - \_\_\_\_\_ hour(s) Diversity and Inclusion MCLE credit *(not required)*
- G. **Topics Covered:** \_\_\_\_\_
- H. **Learning Objectives:** *What is the specific need this program addresses? What would you tell someone to convince him/her to register for it? What will attendees take away?*
  - Learning objective 1 \_\_\_\_\_
  - Learning objective 2 \_\_\_\_\_
  - Learning objective 3 \_\_\_\_\_ . . . *(add more as needed)*
- I. **Practice Level Targeted:**  Basic  Intermediate  Advanced

**Program Coordinator(s):**  
*Name, Firm, Address, Telephone Number, E-mail Address*

**Program Moderator(s):**  
*Name, Firm, Address, Telephone Number, E-mail Address*

**Program Chat Moderator(s)** *(someone well versed in the legal topic, to monitor and engage the remote audience in chat discussions):*  
*Name, Firm, Address, Telephone Number, E-mail Address*

**Topic 1, 2, 3, etc.**  
Description *(2-3 sentences if not covered in above description)* \_\_\_\_\_

**Speaker(s), Firm, Address, Telephone Number, E-mail Address**

Could be a stand-alone practice ready basics program for new attorneys in on-demand CLE catalog

### Additional Information

---

- A.  (optional) I Request ISBA's assistance in setting up a **pre-program teleconference** with all panelists/speakers.
- B. **Publications (optional):** To help with program promotion, please identify one or more authors to write on program topics for an *Illinois Bar Journal*, newsletter article, or Illinois Lawyer Now blog post related to this CLE program. ISBA staff will contact this person with details about the submission process. \_\_\_\_\_

**For marketing, please indicate which of the following groups might be interested in this program:**

---

#### ISBA Sections

- Administrative Law
- Agricultural Law
- Alternative Dispute Resolution
- Animal Law
- Bench & Bar
- Business Advice & Financial Planning
- Cannabis
- Child Law
- Civil Practice
- Commercial Banking, Collections & Bankruptcy
- Construction Law
- Corporation Securities & Business
- Corporate Law Department
- Criminal Justice
- Education Law
- Elder Law
- Employee Benefits
- Energy, Utilities, Transp. & Telecomm.
- Environmental Law
- Family Law
- Federal Civil Practice
- Federal Tax
- Food Law
- General Practice/Solo & Small Firm
- Health Care
- Human Rights
- Insurance Law
- Intellectual Property
- International & Immigration Law

- Labor & Employment
- Local Government
- Mental Health Law
- Mineral Law
- Privacy & Security Law
- Real Estate
- Senior Lawyers
- Sports and Entertainment Law
- State & Local Tax
- Tort Law
- Traffic Laws & Courts
- Trusts & Estates
- Workers' Compensation
- Young Lawyers

#### ISBA Committees

- ARDC
- Corrections and Sentencing
- Delivery of Legal Services
- Disability Law
- Government Lawyers
- Law Office Management & Economics
- Legal Technology
- Military Affairs
- Racial and Ethnic Minorities
- Sexual Orientation and Gender Identity
- Women and the Law
- Other \_\_\_\_\_
- Certified Public Accountants\* (\*ISBA is an approved registered public accountant continuing professional education (CPE) sponsor.)**

### Additional Steps

---

Review the following "Checklist for CLE Coordinators" prior to completing your proposal.

1. Distribute the attached "Law ED Presenter Information" to your confirmed speakers. (also available online at [www.isba.org/cle/coordinators](http://www.isba.org/cle/coordinators))
2. Attach any additional program agenda information to this completed form in Microsoft Word and send to:

CLE Department, Attn: CLE Program Coordinator - [ISBAProgramCoordinator@isba.org](mailto:ISBAProgramCoordinator@isba.org)  
Illinois State Bar Association, 424 South Second Street, Springfield, IL 62701



# CHECKLIST FOR CLE COORDINATORS

## **Program Composition**

### *Did you...*

- Identify the program’s “learning objectives” – that is, what attendees will take away, why they should attend this program, what specific needs will be addressed?
- Identify the type of practitioners and level of practice experience for which the program is designed – and then schedule the speakers for presentation times measurable in quarter-hour increments (15, 30, 45, 60), except introductory and closing remarks?
- Schedule an identifiable segment of Professional Responsibility credit, if included, of not less than one hour for full day programs and not less than one-half hour for half day programs, in increments of 15 minutes?
- Provide two to three sentence descriptions for each session, including what the attendees will learn?
- Incorporate Questions and Answers into the program, rather than ending the seminar with a Q and A session (unless you’re preparing questions in advance to make sure the full advertised MCLE credit time is provided)?

## **Presenter Recruitment**

### *Did you...*

- Recruit the best, most effective presenters on the topic, whether or not they serve on the section or committee?
- Consider diversity, equity, and inclusion and recruit presenters who represent the wide variety of perspectives of the bar throughout the state?
- Recruit presenters or co-presenters who are attorneys in their first 10 years of practice as a way to train and develop new ISBA Law Ed faculty members?
- Recruit only presenters who will agree to submit materials 4 weeks prior to program so ISBA may apply for PMCLE credit and so we avoid handouts at programs since attendees attending remotely will not have access to the handouts?
- Recruit presenters who agree to submit original materials or to secure written permission for ISBA to reprint copyrighted works in course books and electronic products?
- Recruit only presenters who will agree to be videotaped and who will sign the required Presentation Agreement?
- Recruit presenters who agree to arrive not less than 30 minutes prior to presenting?
- Recruit in-state presenters?
- Recruit presenters who are ISBA members or, in the case of non-members, invite them to join and direct them to the ISBA membership webpage at: [www.isba.org/membership/join](http://www.isba.org/membership/join)?

## **Presenter Support**

### *Did you...*

- Provide the attached ISBA LawEd Presenter Information to all invited speakers?
- Provide presenters with ISBA guidance on preparing materials and with other faculty resources at [www.isba.org/cle/faculty](http://www.isba.org/cle/faculty)?
- Provide written justification for selecting an out-of-state presenter? Please Note: Out-of-state presenters are subject to same reimbursement rates as in-state presenters:
  - Rail or coach class airfare not to exceed \$350.00
  - Automobile travel costs of 40¢ per mile
  - Actual lodging at single room rates not to exceed \$250 per day for one night's lodging

## **Moderator Selection**

### *Did you...*

- Select a moderator who will keep the program running on time, capture audience questions via microphone, and assist presenters during the program?
- Select a single moderator or select an already-identified presenter to assist in moderating (because only one moderator will be reimbursed for travel/hotel per program. Complimentary registration is provided for one moderator for half-day programs and two moderators for full-day programs. Additional moderators can attend for \$25)?
- Select a moderator who is an ISBA member and a sponsoring section council or committee member, preferably with Law Ed experience (coordinator, chair, or presenters are recommended)?

## **Proposal Submission**

### *Did you...*

- Provide a list of confirmed presenters and full contact information for each of them, as well as the moderator's e-mail address and phone number?
- Type, rather than handwrite, the program proposal cover sheet and agenda?
- Submit the Program Proposal to ISBA staff on or before the *submission deadline*?
- Know that if your program agenda is lacking sufficient information to market and price the program by 6 weeks before the presentation date, ISBA reserves the right to postpone or reschedule the presentation date and may require resubmission of the proposal to the CLE committee?

## **Communicating with Presenters For a Better Program**

### *Did you...*

- schedule a telephone conference 7 - 8 weeks prior to the program for all presenters, the moderator and yourself to confirm topics, reinforce materials deadlines, and address questions? (Contact ISBA if you would like ISBA assistance in providing you with telephone conference capabilities.)

## LAW ED PRESENTER INFORMATION

### THANK YOU FOR AGREEING TO SPEAK FOR THE ISBA!

#### What You can Expect:

- Contact from the ISBA CLE Coordinator to confirm the dates and times for your presentation.
- Contact from the ISBA CLE Department regarding deadlines and program information.
- Publicity for you and your firm in ISBA brochures, marketing emails, and/or color flyers, as well as on our website and in the course materials.
- A speaker invitation letter that you can use to invite all your peers to the program.
- Complimentary preparation time MCLE credit at 6 times your actual presentation time.
- Complimentary registration to the program at which you are speaking.

#### What ISBA Expects:

- Your agreement to submit written materials, legal forms, and/or PowerPoint presentation at least 4 weeks prior to program date.
- Your agreement to submit original materials or to secure written permission for ISBA to reprint copyrighted works in course books and electronic products.
- Your agreement to arrive not less than 30 minutes prior to presenting.
- Your membership in ISBA – or consideration to [join ISBA](#).
- Your agreement to be videotaped by submitting a signed ISBA presentation agreement.
- Your agreement to review the [Checklist for Professional Responsibility topic](#) presentations if you are presenting a segment that qualifies for PMCLE credit.
- Your review and completion of all or part of ISBA's Faculty Development programs. ([www.isba.org/cle/faculty](http://www.isba.org/cle/faculty))
- Your agreement to comply with the ISBA travel reimbursement guidelines and limitations.

## LIVE ONSITE CLE PROGRAM PROPOSAL FORM

### Submission Deadlines – Presentation Periods:

7/15	December/January
9/15	February/March
11/15	April/May
1/15	June
3/15	September
5/15	October/November

**Complete proposal forms must accompany all proposals.**

*\*Live onsite at any location. Live onsite in Chicago office has the option of simultaneous live webcast*

Form is also available at: [www.isba.org/cle/coordinators](http://www.isba.org/cle/coordinators) | Please submit a **typed** form

**Please complete the following template and proposal information, adjusting as necessary.**

- A. Proposed Program Title** *(keep it short, simple and catchy!)* \_\_\_\_\_
- B. Presented by:** *(Sponsoring Section(s)/Committee(s))* \_\_\_\_\_
- C. Co-sponsored by:** *(optional, but co-sponsoring sections/committees get discounts and broaden marketing base)*  
\_\_\_\_\_
- D. Location – City/Venue** *(ISBA’s offices are the presumed venues unless justification provided)* \_\_\_\_\_
- E. Date(s) requested** *(confirm availability with ISBA staff)* \_\_\_\_\_
- F. Program times** *(Minimum of 3.5 hours MCLE for live onsite audience. Shorter programs are webcasts. Indicate hours, full, or half-day)* \_\_\_\_\_
- G. \_\_\_\_\_ hour(s) MCLE credit, including \_\_\_\_\_ hour(s) Professional Responsibility MCLE credit in the following category(ies)** *(PMCLE not required, but if offered, must be a minimum of one hour for full day programs and a minimum of one-half hour for half day programs):*
- \_\_\_\_\_ hour(s) Professionalism, Civility, or Legal Ethics MCLE credit *(not required)*
  - \_\_\_\_\_ hour(s) Mental Health and Substance Abuse MCLE credit *(not required)*
  - \_\_\_\_\_ hour(s) Diversity and Inclusion MCLE credit *(not required)*
- H. Topics Covered:** \_\_\_\_\_
- I. Learning Objectives:** *What is the specific need this program addresses? What would you tell someone to convince him/her to register for it? What will attendees take away?*
- Learning objective 1 \_\_\_\_\_
  - Learning objective 2 \_\_\_\_\_
  - Learning objective 3 \_\_\_\_\_ . . . *(add more as needed)*
- J. Practice Level Targeted:**  Basic  Intermediate  Advanced
- K.  I confirm that all speakers will present live onsite to ensure the best experience for attendees and to minimize technology risks.** *(Note, remote speakers will only be allowed by pre-recorded video in special circumstances as approved by the CLE committee.)*
- L. Justification for Live Onsite Program:**
- a.  Networking
  - b.  Interactivity such as table clinics, etc. *(please specify)* \_\_\_\_\_
  - c.  Networking luncheon or reception *(sponsorship encouraged)*
  - d.  New attorney Speaker(s) in first 8 years of practice
  - e.  Diverse Speaker(s)
  - f.  Co-sponsorship with other ISBA sections
  - g.  Historical Success *(annual event, 50 or more live onsite attendees historically, etc.)*

h.  Other \_\_\_\_\_

**M. (Optional) Providing Access for Remote Audience**

No live webcast requested. The live program is an exclusive event for the live onsite audience and, if recorded, posting in the on-demand catalog is sufficient (typically within 4 weeks of the program and eligible for Free CLE)

I request a simultaneous Live Webcast of the program (from ISBA Chicago office only). If requested, please identify the Chat Moderator (someone well versed in the legal topic, to monitor and engage the remote audience in chat discussions)\_\_\_\_\_. *Simultaneous live webcasting significantly decreases the live onsite audience attendance and negatively impacts production quality; therefore, we encourage you to choose live onsite OR live webcasting, but not both. Requests for both options to occur simultaneously will be reviewed on a case-by-case basis. Please provide justification.*

**Program Coordinator(s):**

*Name, Firm, Address, Telephone Number, E-mail Address*

\_\_\_\_\_

**Program Moderator(s):**

*Name, Firm, Address, Telephone Number, E-mail Address*

\_\_\_\_\_

- Check the box if the segment could be a stand-alone program or a practice ready basics program for new attorneys in the on-demand CLE catalog - to satisfy the increasing member demand for shorter, just-in-time learning segments.
- Adjust template segment times below in quarter hour increments, minimum 30 minutes, and add speakers as needed

**TIME Welcome and Announcements** (suggested start time: 8:30-9:00 a.m. for a full day or morning only program or 12:30-1 p.m. for an afternoon only program)

**TIME \_\_\_\_\_ Topic 1 \_\_\_\_\_**

Description (2-3 sentences) \_\_\_\_\_

**Speaker, Firm, Address, Telephone Number, E-mail Address**

Could be stand-alone program in on-demand CLE catalog

Could be a stand-alone practice ready basics program for new attorneys in on-demand CLE catalog

**TIME \_\_\_\_\_ Topic 2 \_\_\_\_\_**

Description (2-3 sentences) \_\_\_\_\_

**Speaker, Firm, Address, Telephone Number, E-mail Address**

Could be stand-alone program in on-demand CLE catalog

Could be a stand-alone practice ready basics program for new attorneys in on-demand CLE catalog

**TIME Break** (beverages provided)

**TIME \_\_\_\_\_ Topic 3 \_\_\_\_\_**

Description (2-3 sentences) \_\_\_\_\_

**Speaker, Firm, Address, Telephone Number, E-mail Address**

Could be stand-alone program in on-demand CLE catalog

Could be a stand-alone practice ready basics program for new attorneys in on-demand CLE catalog

**For full day programs, include the following:**

**TIME Lunch**  on your own  provided by ISBA (we will add \$15 to fee)  sponsored by financial contributor, indicate name and contact information \_\_\_\_\_

**TIME \_\_\_\_\_ Topics 4 \_\_\_\_\_, 5, 6, etc.**(Full day programs should go until at least 4:00 p.m.)

Description (2-3 sentences) \_\_\_\_\_

**Speaker, Firm, Address, Telephone Number, E-mail Address**

Could be stand-alone program in on-demand CLE catalog

Could be a stand-alone practice ready basics program for new attorneys in on-demand CLE catalog

**15 Minute Break will be added in the afternoon (refreshments provided)**

*\*Professional Responsibility MCLE credit subject to approval*

---

### Additional Information

- A. Financial Contributors (optional):**  I have secured financial contributors for this program and have reviewed and followed the guidelines of ISBA's Financial Contributor Policy. Financial Contributor's Name(s) for publicity, address, phone, email, and amount pledged: \_\_\_\_\_
- B.  (optional)** I Request ISBA's assistance in setting up a **pre-program teleconference** with all panelists/speakers.
- C. Publications (optional):** To help with program promotion, please identify one or more authors to write on program topics for an *Illinois Bar Journal*, newsletter article, or Illinois Lawyer Now blog post related to this CLE program. ISBA staff will contact this person with details about the submission process. \_\_\_\_\_

---

**For marketing, please indicate which of the following groups might be interested in this program:**

#### ISBA Sections

- |   |   |
|---|---|
| <input type="checkbox"/> Administrative Law                           | <input type="checkbox"/> Energy, Utilities, Transp. & Telecomm. |
| <input type="checkbox"/> Agricultural Law                             | <input type="checkbox"/> Environmental Law                      |
| <input type="checkbox"/> Alternative Dispute Resolution               | <input type="checkbox"/> Family Law                             |
| <input type="checkbox"/> Animal Law                                   | <input type="checkbox"/> Federal Civil Practice                 |
| <input type="checkbox"/> Bench & Bar                                  | <input type="checkbox"/> Federal Tax                            |
| <input type="checkbox"/> Business Advice & Financial Planning         | <input type="checkbox"/> Food Law                               |
| <input type="checkbox"/> Cannabis                                     | <input type="checkbox"/> General Practice/Solo & Small Firm     |
| <input type="checkbox"/> Child Law                                    | <input type="checkbox"/> Health Care                            |
| <input type="checkbox"/> Civil Practice                               | <input type="checkbox"/> Human Rights                           |
| <input type="checkbox"/> Commercial Banking, Collections & Bankruptcy | <input type="checkbox"/> Insurance Law                          |
| <input type="checkbox"/> Construction Law                             | <input type="checkbox"/> Intellectual Property                  |
| <input type="checkbox"/> Corporation Securities & Business            | <input type="checkbox"/> International & Immigration Law        |
| <input type="checkbox"/> Corporate Law Department                     | <input type="checkbox"/> Labor & Employment                     |
| <input type="checkbox"/> Criminal Justice                             | <input type="checkbox"/> Local Government                       |
| <input type="checkbox"/> Education Law                                | <input type="checkbox"/> Mental Health Law                      |
| <input type="checkbox"/> Elder Law                                    | <input type="checkbox"/> Mineral Law                            |
| <input type="checkbox"/> Employee Benefits                            | <input type="checkbox"/> Privacy & Security Law                 |

- Real Estate
- Senior Lawyers
- Sports & Entertainment Law
- State & Local Tax
- Tort Law
- Traffic Laws & Courts
- Trusts & Estates
- Workers' Compensation
- Young Lawyers

- Corrections and Sentencing
- Delivery of Legal Services
- Disability Law
- Government Lawyers
- Law Office Management & Economics
- Legal Technology
- Military Affairs
- Racial and Ethnic Minorities
- Sexual Orientation and Gender Identity
- Women and the Law
- Other \_\_\_\_\_
- Certified Public Accountants\* (\*ISBA is approved as a registered public accountant continuing professional education (CPE) sponsor.)**

**ISBA Committees**

- ARDC

**Additional Steps**

1. Review the following “CLE Coordinator Checklist” prior to completing your proposal.
2. Distribute the attached “Law ED Presenter Information” to your confirmed speakers. *(also available online at [www.isba.org/cle/coordinators](http://www.isba.org/cle/coordinators))*
3. Attach any additional program agenda information to this completed form in Microsoft Word and send to:

CLE Department, Attn: CLE Program Coordinator  
 ISBAProgramCoordinator@isba.org  
 Illinois State Bar Association, 424 South Second Street, Springfield, IL 62701

***Thank you for your proposal!***



## WEBCAST OR WEBINAR PRESENTATIONS

### Submission Deadlines – Presentation Periods:

7/15	October/November
9/15	December/January
11/15	February/March
1/15	April/May
3/15	June
5/15	September

**Complete proposal forms must accompany all proposals.**

*\*NO ONSITE AUDIENCE.*

*Studio Presentations are live webcasts aired via the internet at the time of recording from the ISBA Regional Office, Chicago, Illinois. Webinars are slides and audio presented live from any location that has internet and phone.*

Form is also available at: [www.isba.org/cle/coordinators](http://www.isba.org/cle/coordinators) | Please submit a **typed** form

**Please complete the following template and proposal information, adjusting as necessary.**

**A. Proposed Program Title** (*keep it short, simple and catchy!*) Alternatives to Arrest and Loss of Liberty in the Juvenile Justice System

**B. Presented by:** (*Sponsoring Section(s)/Committee(s)*) Child Law Section

**C. Co-sponsored by:** (*optional, but co-sponsoring sections/committees get discounts and broaden marketing base*) Criminal Law

**D. Presentation Format** -  webcast from the ISBA Chicago Office or  web event– can be presented from any location with phone and internet; Power Point Presentations are required for web events

**Date(s) requested** (*Typically a Wednesday or Thursday.*) **Options:**

**Wed, May 31st or Thurs, June 1st**

**E.** *If Hot Topic Expedited Date Requested, Provide Justification* \_\_\_\_\_

**F. Program Times** (*Max. 1-2 hours recommended*) **2 hours**

**2.0** hour(s) MCLE credit, including **1.0** hour(s) Professional Responsibility MCLE credit in the following category(ies) (*PMCLE not required, but if offered, must be a minimum of one hour for full day programs and a minimum of one-half hour for half day programs*):

- \_\_\_\_\_ hour(s) Professionalism, Civility, or Legal Ethics MCLE credit (*not required*)
- .5 hour(s) Mental Health and Substance Abuse MCLE credit (*not required*)
- .5 hour(s) Diversity and Inclusion MCLE credit (*not required*)

**G. Topics Covered:** (1) Alternatives to Arrest; (2) Alternatives to Detention; (3) Alternatives to Commitment, (3) Redeploy IL; (4) Illinois Department of Juvenile Justice; (5) Article 4 (Minor Requiring Authoritative Supervision) prosecution vs. Article 5 (Delinquency) prosecution

**H. Learning Objectives:** *What is the specific need this program addresses? What would you tell someone to convince him/her to register for it? What will attendees take away?*

1. How and why to advocate for an Article 4 (Minor Requiring Authoritative Supervision) prosecution rather than prosecution under Article 5 (Delinquency).
2. Alternatives to arrest, detention, commitment and IDJJ (Illinois Department of Juvenile Justice).

**I. Practice Level Targeted:**  Basic  Intermediate  Advanced

**Program Coordinator(s):**

*Name, Firm, Address, Telephone Number, E-mail Address*

Dayna Perlut  
ABC Law Firm  
City, State, Zip  
123-456-7890  
email@email.com

Kelly Thames Bennett  
ABC Law Firm  
City, State, Zip  
123-456-7890  
email@email.com

**Program Moderator(s):**

*Name, Firm, Address, Telephone Number, E-mail Address*

Elizabeth Clarke  
ABC Law Firm  
City, State, Zip  
123-456-7890  
email@email.com

Hallie M. Bezner  
ABC Law Firm  
City, State, Zip  
123-456-7890  
email@email.com

**Topic 1, 2, 3, etc.**

*Description (2-3 sentences if not covered in above description)*

- Alternative to Arrest: MRAI rather than Delinquency - how and why to advocate for an Article 4 (Minor Requiring Authoritative Supervision) prosecution rather than prosecution under Article 5 (Delinquency)
- Alternative to Arrest/Detention: CCBYS: Statewide network of 24/7 crisis intervention services for crisis de-escalation for children/adolescents
- Alternative to Arrest/Detention: SASS: Statewide network for screening/assessment and support services for children/adolescents experiencing a mental health crisis.
- Redeploy IL: County/circuit-wide sites providing a range of community-based alternatives to commitment to the IL Dept of Juvenile Justice
- Alternative to Commitment to IDJJ: Children and Education: Equip for Equality -Navigating the legal right of court-involved children to an appropriate education, rather than punishment for behavior that is related to a disability.

**Speaker(s), Firm, Address, Telephone Number, E-mail Address**

Lisa Jacobs  
ABC Law Firm  
City, State, Zip  
123-456-7890  
email@email.com

Mark Werner  
ABC Law Firm  
City, State, Zip  
123-456-7890  
email@email.com

John Johnson  
ABC Law Firm  
City, State, Zip  
123-456-7890  
email@email.com

Could be a stand-alone practice ready basics program for new attorneys in on-demand CLE catalog

---

**Additional Information**

- A.  (optional) I Request ISBA's assistance in setting up a **pre-program teleconference** with all panelists/speakers.
- B. **Publications (optional):** To help with program promotion, please identify one or more authors to write on program topics for an *Illinois Bar Journal*, newsletter article, or Illinois Lawyer Now blog post related to this CLE program. ISBA staff will contact this person with details about the submission process. \_\_\_\_\_

---

**For marketing, please indicate which of the following groups might be interested in this program:**

**ISBA Sections**

- |   |   |
|---|---|
| <input type="checkbox"/> Administrative Law                           | <input checked="" type="checkbox"/> Education Law               |
| <input type="checkbox"/> Agricultural Law                             | <input type="checkbox"/> Elder Law                              |
| <input type="checkbox"/> Alternative Dispute Resolution               | <input type="checkbox"/> Employee Benefits                      |
| <input type="checkbox"/> Animal Law                                   | <input type="checkbox"/> Energy, Utilities, Transp. & Telecomm. |
| <input checked="" type="checkbox"/> Bench & Bar                       | <input type="checkbox"/> Environmental Law                      |
| <input type="checkbox"/> Business Advice & Financial Planning         | <input type="checkbox"/> Family Law                             |
| <input type="checkbox"/> Cannabis                                     | <input type="checkbox"/> Federal Civil Practice                 |
| <input checked="" type="checkbox"/> Child Law                         | <input type="checkbox"/> Federal Tax                            |
| <input type="checkbox"/> Civil Practice                               | <input type="checkbox"/> Food Law                               |
| <input type="checkbox"/> Commercial Banking, Collections & Bankruptcy | <input type="checkbox"/> General Practice/Solo & Small Firm     |
| <input type="checkbox"/> Construction Law                             | <input type="checkbox"/> Health Care                            |
| <input type="checkbox"/> Corporation Securities & Business            | <input checked="" type="checkbox"/> Human Rights                |
| <input type="checkbox"/> Corporate Law Department                     | <input type="checkbox"/> Insurance Law                          |
| <input checked="" type="checkbox"/> Criminal Justice                  | <input type="checkbox"/> Intellectual Property                  |

- International & Immigration Law
- Labor & Employment
- Local Government
- Mental Health Law
- Mineral Law
- Privacy & Security Law
- Real Estate
- Senior Lawyers
- State & Local Tax
- Tort Law
- Traffic Laws & Courts
- Trusts & Estates
- Workers' Compensation
- Young Lawyers
- ISBA Committees**
- ARDC

- Corrections and Sentencing
- Delivery of Legal Services
- Disability Law
- Government Lawyers
- Law Office Management & Economics
- Legal Technology
- Military Affairs
- Racial and Ethnic Minorities
- Sexual Orientation and Gender Identity
- Women and the Law
- Other \_\_\_\_\_
- Certified Public Accountants\* (\*ISBA is approved as a registered public accountant continuing professional education (CPE) sponsor.)**

### Additional Steps

---

Review the following “Checklist for CLE Coordinators” prior to completing your proposal.

1. Distribute the attached “Law ED Presenter Information” to your confirmed speakers. *(also available online at [www.isba.org/cle/coordinators](http://www.isba.org/cle/coordinators))*
2. Attach any additional program agenda information to this completed form in Microsoft Word and send to:

CLE Department, Attn: CLE Program Coordinator  
 ISBAProgramCoordinator@isba.org  
 Illinois State Bar Association, 424 South Second Street, Springfield, IL 62701  
***Thank you for your proposal!***

**FY 23-24**  
**CLE Coordinators and Liaisons**

Section / Committee	CLE Coordinator	Section / Committee Chair	CLE Committee Member Liaison
Administrative Law	Hon. Patricia Jackowiak	Christopher B. Cohen	
	Hon. Yolaine Dauphine		
Agricultural Law	Andrew White	James R. Myers	Ryan Gammelgard
Alternative Dispute Resolution	Missy Greathouse	Allison K. Bethel	Allison K. Bethel
Animal Law	Jane McBride	Anna E. Morrison-Ricordati	Lisa Nyuli
Bench & Bar	Hon. Michael Chmiel	Hon. April G. Troemper	Jaz Park
Bus. Adv. & Fin. Planning	Alan Kaplan	Nathaniel Peter Washburn	Brian LaCien
Business & Securities Law	Collin Clark	John R. Schleppenbach	
Cannabis Law	Eric Anderson	Thomas E. Howard	Paul Osborn
Child Law	Kelly Bennett	Hon. Robert J. Anderson	Missy Greathouse
	Deanne Hoyt		

**FY 23-24**  
**CLE Coordinators and Liaisons**

Section / Committee	CLE Coordinator	Section / Committee Chair	CLE Committee Member Liaison
<i>Civil Practice &amp; Procedure</i>	George Bellas	Deanna L. Litzenburg	Josephine Shane
	Joe Souligne		Paul Osborn
Commercial Banking	Sam Levine	Margaret A. Manetti	Paul Osborn
Construction Law	Adam B. Whiteman	Adam B. Whiteman	Kelly Garrett Hicks
Corporate Law Departments	Margo Lynn Hablutzel	Ryan D. Gammelgard	Ryan Gammelgard
<i>Criminal Justice</i>		Stacey A. McCullough	Jean Wenger
Education Law	Robert Lyons	Veronique Baker	Carol Casey
Elder Law	Dolores Wigman	Anthony J. DelGiorno	Heather McPherson
	Megan Wood		
Employee Benefits		Lori S. Cowdrey Benso, JD	Hon. Martin Siemer
EUTT	Laura Harmon	Eric Bramlet, JD	Ryan Gammelgard
	Andrew White		

**FY 23-24  
CLE Coordinators and Liaisons**

Section / Committee	CLE Coordinator	Section / Committee Chair	CLE Committee Member Liaison
Environmental Law	Jane McBride	Matthew Walker	
<i>Family Law</i>	Genevieve Miller	Wesley A. Gozia	Pam Kuzniar
	Pam Kuzniar		
Federal Civil Practice		Deidre Baumann	Jennifer Shaw
Federal Tax	Michael Dugn	Michael L. Raff	Pam Kuzniar
Food Law	Jane McBride	Robert Bahr Anderson	Susan Rogaliner
General Practice		Frank P. Venis	Kelli Gordon
Health Care	Jim Engelman	Elizabeth S. LaRocca	Kimberly Hinkle
Human and Civil Rights		Junaid M. Afeef	Jennifer Shaw
Insurance Law	George Leynaud	Heather L. Carlson	Ryan Gammelgard

**FY 23-24  
CLE Coordinators and Liaisons**

Section / Committee	CLE Coordinator	Section / Committee Chair	CLE Committee Member Liaison
Intellectual Property	Margo Lynn Hablutzel	Steven L. Baron	Anita DeCarlo
International & Immigration		Ethel Spyratos	Jean Wenger
Labor & Employment	Craig Colbrook	Laura E. Schrick	Hon. Martin Siemer
Local Government	Todd Fleming	Karen J. Dimond	Eric Evans
Mental Health Law	Barbara Goeben	Veronique Baker	Carol Casey
	Veronique Baker		
Mineral Law	Laura Harmon	John H. Henderson, III	Kelli Gordon
Privacy & Information Security Law		Aaron W. Brooks	Kelly Garrett Hicks
<i>Real Estate</i>	Laura Lundsgaard	Emily R. Vivian	Susan Rogaliner
Senior Lawyers	Raquel "Rocky" Martinez	Marylou L. Kent	Nancy Easum

**FY 23-24  
CLE Coordinators and Liaisons**

Section / Committee	CLE Coordinator	Section / Committee Chair	CLE Committee Member Liaison
Sports & Entertainment Law	Charles Harrington	Sivonnia L. DeBarros	Kimberly Hinkle
State & Local Tax	David Kupiec, Gary Smith, & Evan Schanerberger	Samantha K. Breslow	Brian Fliflet
<i>Tort Law</i>	Judy Conway & Josh Rohrscheib	Brion W. Doherty	Anita DeCarlo
Traffic Laws & Courts	Brick Van Der Snick	Nancy G. Easum	Nancy Easum
<i>Trusts &amp; Estates</i>	Kerry Peck	Kathryn S. Van Eeuwen	Elizabeth Khalil
	Sarah Le Rose		
	Collen Sahlas		
Workers' Compensation	Cameron Clark	Timothy Joseph O'Gorman	Anita DeCarlo
Young Lawyers	Jason Blumenthal	Natali Thomas, JD	Brian LaCien
<b>Committee</b>			
ARDC	Ann Piper	Kathryne R. Hayes	

**FY 23-24**  
**CLE Coordinators and Liaisons**

Section / Committee	CLE Coordinator	Section / Committee Chair	CLE Committee Member Liaison
Corrections & Sentencing		Thomas J. Hunter	Kimberly Hinkle
Delivery of Legal Services	John Brennock	Clarissa P. Gaff	Lori Hansen
Disability Law	Barbara Goeben	Patti S. Gregory	Jennifer Shaw
			Susan Rogaliner
Government Lawyers	Michele Nierman	Lindsay M. Bentivegna	Carol Casey
	Karen Dimond		
LOME	Kevin Stine	Antwan Malik Williams	Nancy Easum
Legal Technology		Matthew Edward Loar	Jennifer Shaw
Military Affairs		Hon. Sarah D. Smith	Kelli Gordon
REM	Sharon Eiseman	Hon. Patrice Ball-Reed	Pam Kuzniar
SOGI	John Moore	Rachael N. Toft	Annemarie Kill
Women and the Law	Bridgett Schott	Erin M. Wilson	Annemarie Kill
		Judith Conway	

## RESPONSIBILITIES AND ROLE OF CLE COMMITTEE LIAISON TO ISBA SECTION/COMMITTEE

Each ISBA Section Council and Committee has a “**CLE Coordinator**,” who is responsible for coordinating the section/committee’s CLE programming.

In addition, ISBA CLE Committee members are assigned as “**CLE Committee Liaisons**” to sections/committees to support the CLE Coordinator, and to ensure that the larger goals of ISBA CLE are being met. The larger goals of ISBA CLE include providing a comprehensive and relevant online CLE catalog and developing new and/or diverse faculty-members. The CLE Committee Liaisons are listed on the roster of the section/committee and are complimentary non-voting members of the section/committee. CLE Committee liaisons will receive meeting notices and agendas, but do not have voting rights, nor does their presence affect any quorum requirements, unless the liaison is otherwise a member. The CLE Committee Liaison should have regular contact with the CLE Coordinator throughout the year as described below, and also virtually attend at least two of the group’s meetings.

The CLE Committee Liaison will support the CLE Coordinator and the section/committee as follows:

- **June:** After the Annual Meeting, contact the CLE Coordinator. Offer to be a resource if they need help planning upcoming programs or understanding the CLE process, and review:
  - 1) The Annual CLE Report, including minimum programming expectations
  - 2) Current on-demand programming and assist in identifying missing content, including hot topics (review on-demand catalog and [www.isba.org/cle/coordinators/programs](http://www.isba.org/cle/coordinators/programs) )
  - 3) On-demand programs expiring in the upcoming year, and determine if it is appropriate to request an extension of the standard 2 year accreditation period (see CLE coordinator webpage for extension form [www.isba.org/cle/coordinators](http://www.isba.org/cle/coordinators) )
  - 4) CLE priorities
  - 5) Dates of CLE Coordinator training (typically in July, and quarterly thereafter)
- **July:** As Liaison, attend the virtual CLE Coordinator training.
- **August/September (before group’s first business meeting):** E-mail the CLE Coordinator, with a “cc” to the CLE Chair. Remind them about #1-#5 above. Include a list (or screenshot) of the group’s current on-demand programming and expiration dates. Encourage them to review the catalog with their full section/committee during their fall meeting to identify deficits and submit requests for extension of accreditation, if appropriate.

- **November/December (before the Midyear Meeting):** Email and offer support, and reminders per above.
  
- **Ongoing:**
  - Read the agenda and minutes and check-in with CLE Coordinator one (1) week prior to their business meeting to offer support and reminders.
  - Occasionally attend the section/committee meeting virtually (preferred, if attending). If attending in person, reimbursement will be paid out of the CLE committee budget.
  - Review proposals and offer input as necessary, including suggestions for co-sponsors.

## Memorandum

To: ISBA Section and Committee Chairs and CLE Coordinators

From: ISBA CLE Committee and Staff

Date: July 2023

**Re: FY 22-23 CLE REPORT**

---

To assist your section in providing relevant, timely and fully developed CLE programs, both live onsite and in the ISBA On-Demand CLE catalog, please review the attached documents which provide an overview of your section's CLE programming and some tips and requests for future programming.

1. Your Section's CLE Program History Since 2015<sup>1</sup>
2. CLE Hours Requested to Be Produced for FY 23-24
3. Number of Active Dues Paying Section Members
4. Program Evaluation Summary for FY22-23 Programs (if any)
5. Future Programming Guidance
  - a. Future Live On-site CLE Parameters
  - b. How-To Tips for Reviewing Your On-Demand CLE Catalog Programs
  - c. On-Demand CLE [Accreditation Extension Request Form](https://www.isba.org/cle/coordinators/extendcredit) - [www.isba.org/cle/coordinators/extendcredit](https://www.isba.org/cle/coordinators/extendcredit)
  - d. ISBA's Top 50 Online CLE Topics – July 1, 2022 – June 30, 2023
  - e. Program [Proposal Forms Available Online](https://www.isba.org/cle/coordinators) – [www.isba.org/cle/coordinators](https://www.isba.org/cle/coordinators)

<sup>1</sup> If a program is marked “not online” in the “Online Orders” column, it means it is not in the On-demand CLE catalog because it is either still in production, had technical problems in recording, or had low evaluation scores.

**Overview of ISBA CLE Process with CLE Staff**  
**The Journey of Live Web Program**  
**From Proposal through Posting in On-Demand Catalog**  
*(125 webcast titles in 2022-23)*

**Key:**

CE- Copywriter Editor (Staci)

PC- Program Coordinator (Tara)

RC- Registration and Administrative Coordinator (Kyla)

AA- Administrative Assistant (Skylar)

CAT- CLE On-Demand Catalog (Neelam)

VP – Video Producer (Drew)

**Program Proposal**  
**(3– 4 Months Prior to Program)**

**Review and Approval (w/in 2-3 weeks)**

**Work with coordinator on missing info**  
**(w/in 4 weeks)**

**Add approved title to all 4 ISBA calendars**

**PC books videographer and staffers (w/in**  
**4 weeks)**

**PC schedules faculty call if requested**

## **Editorial and Marketing Process (0 – 3 months Prior to Program)**

**CE drafts working copy of brochure working  
with coordinator  
(2-3 months prior)**

**CE works with graphics, membership & mail  
room on mailer (goal to mail 8 wks prior)**

**CE works with marketing dept. on emails,  
eclips feature, and social media  
(CLE is limited to 2 emails per week)**

## **Production and Online Registration Process (2-3 months Prior to Program)**

**AA – when agenda final, open reg in Blue Sky  
LMS (5 webpages) update as changes come in**

**AA – enter course in MCLE Board PCAM,  
adding PMCLE app when materials come in**

**Speaker/Moderator Contacts  
(3-4 months prior to Program)**

**PC creates Excel speaker merge with contact info for all communications and thank yous.**

**PC sends speaker packet when agenda is final  
(2 – 3 months prior)**

**PC – work with financial contributors, if any**

**Preparing for the Program  
(2 wks prior to program date)**

**AA – compile materials into coursebook PDF –  
post on ISBA website and in Blue Sky LMS**

**Program**

**VP and PC provide staffing for most webcast programs**

**RC provides customer service for calls on registrations, credit tracking, technology issues, etc.**

**After Program  
(Immediately – 3 months after)**

**PC and RC enter faculty credit into ISBA database and MCLE Board PCAM and generate certificates**

**VP edits video into segments and full programs, inserting openers, closers, title pages, etc.  
(0-2 months after, depending on volume)**

**CAT applies for credit in MCLE Board PCAM and produces and activates in on-demand catalog**

**CAT repeats above for all courses with accreditation extension requests from sections.**

## **ISBA Law Ed Program Promotions**

### **ISBA Website**

Upon approval, CLE program titles and dates are added to the ISBA Law Ed calendar on the ISBA website at [www.isba.org/cle/upcoming](http://www.isba.org/cle/upcoming). Additional information is added as the program is finalized and the course is opened for online registration.

### **Printed Brochure**

For live onsite programs, a print brochure is mailed to members of the sponsoring section and to additional members in other sections that may have an interest in the topic and/or who live in the geographic area of the program. Brochures are typically mailed at the bulk postage rate so should be mailed 5-6 weeks prior to the program to reach the target audience in a timely manner. If ISBA does not have complete information from the CLE Coordinator for the brochure by deadline, it may not reach the target audience in time to be effective or may not be mailed at all.

### **Broadcast Email**

ISBA members receive a weekly CLE email newsletter listing upcoming CLE programs. Programs are included in at least two of these emails approximately one – two months prior to the program date. To avoid email overload for our members, individual program emails are not routinely sent.

### **Program Flyer**

For programs that do not have a live onsite audience, such as short webcasts and webinars, a one-page, color flyer is created and emailed to program coordinators, moderators, and speakers with the request that they distribute. These flyers are sometimes mailed to ISBA members in the target audience.

### **Illinois Bar Journal**

Every month the Illinois Bar Journal includes a one-page ISBA Law Ed Program list featuring upcoming CLE programs for the next month along with registration instructions.

### **ISBA Blog**

ISBA writes a blog post for most Law Ed programs, based on the agenda and promotional information and the posts are included in the Bar News online archives at <http://iln.isba.org/blog/cle>. The Illinois Lawyer Now and the Bar News email also features one CLE blog post per week.

### **Section and Committee Newsletters**

ISBA newsletters include a listing of CLE programs sponsored by that specific section or committee and, if space is available, the list includes additional ISBA Law Ed programs with registration instructions.

### **E-Clips**

The widely read and popular ISBA daily E-Clips email features an upcoming Law Ed program and lists the next 3 – 4 programs on the Law Ed calendar in a prominent location in the email. It also contains a link to the full online CLE Calendar.

### **Speaker Marketing Email**

All Law Ed speakers receive a marketing email that contains an advertising graphic in jpeg format that speakers can post on their personal social media accounts, such as LinkedIn, and a “speaker invitation” template which they are asked to sign and distribute to their colleagues. The speaker invitation is sent as an electronic attachment, formatted as a letter, and includes all of the program information. This adds a personal touch to the promotion and is a great way for speakers to actively help increase program attendance! Additionally, the one-page color flyer will also be included in the marketing email if one was created for your program.

**A sample speaker marketing email can be found in the coordinator handbook.**

### **ISBA Social Media Posts**

Two to four weeks prior to the program ISBA shares a post about the program on all its social media channels – LinkedIn, Facebook, Twitter and Instagram under the ISBALawyer handle. ISBA tags the speakers and their firm or organization on LinkedIn and tags the speakers’ firm or organization on Facebook and Twitter. Speakers and coordinators can easily share these posts on their firm or personal channels to amplify the reach to a broader audience.

**ISBA Law Ed EVALUATION**

[title of program]

Presented by the ISBA [sponsoring section(s)]

**Your evaluation of the program and speakers is very important. We review each evaluation so please consider each question carefully. Thank you.**

1. I certify that I participated in this ISBA program and that I am entitled to claim the complete number of Illinois MCLE credit hours offered. Please Note: You MUST selected an answer here to proceed to your MCLE certificate. \*

Yes

2. Please select response below: 1=poor, 3=okay, 5=excellent \*

	1	2	3	4	5
What is your overall assessment of the program?	<input type="radio"/>				
What is your assessment of the quality of the program materials?	<input type="radio"/>				

3. Moderator(s):

Please select response below: 1=poor, 3=okay, 5=excellent

	1	2	3	4	5
Name _____	<input type="radio"/>				

4. Segment Title

Please select response below: 1=poor, 3=okay, 5=excellent

	1	2	3	4	5
Materials	<input type="radio"/>				
Presenter 1 _____	<input type="radio"/>				

11.   What did you like best about this course?

12.   Any comments, recommended changes, or additions?

13.   Additional comments or testimonial? (please provide name for testimonial)

14.   Please select your responses below: 1=poor, 3=okay, 5=excellent

	1	2	3	4	5
Please rate your satisfaction with ISBA's online CLE experience:	<input type="radio"/>				

15.   Any comments or suggestions on the online viewing experience?

16.   After the COVID 19-restrictions have ended, if you could choose, how would you prefer to attend future CLE programs like this one? (choose one)

- Live Onsite
- Virtually via the Online Platform

17.   Comments on the CLE format? Or CLE delivery format?

Hello ISBA Faculty,

Thank you for agreeing to present or moderate your CLE program for the ISBA from your home or office. Your program entitled ***Hidden Challenges: Working with Business Clients Experiencing Mental Distress*** scheduled to be held on **Wednesday, September 13, 2023** from **11:00am-12:30pm (CST)** via **Webcast**. ISBA's remote presentation format will allow you to present via video while sharing your Power Point slides through the Zoom meeting platform. We will schedule a training session prior to the program. **Please let me know if you are NOT available to train on Tuesday, 9/12/23 from 4:00pm to 4:30pm (CST)**. The calendar invitation and login information for your training session will be sent soon. [Please watch this Faculty Training Video](#) **prior** to our training session.

We ask that you complete and return the items identified below via email to the ISBA CLE Program Coordinator at [speakerinfo@isba.org](mailto:speakerinfo@isba.org) by **Wednesday, August 23, 2023**:

- **Course Materials** – Materials are required by Supreme Court Rule 795(a)(5) for MCLE courses. **Please submit materials electronically by e-mail.**

If your material is copyrighted, please submit original summaries with references to the copyrighted material rather than the copyrighted material itself. If copyrighted material is submitted, secure written permission for the ISBA to reprint and include a copy of the permission with your materials. This permission must be for live and future electronic presentations. Copyrighted materials include Westlaw and Lexus documents. If using power point, please send us a copy to include in the course book, as well. Materials should be Word and Power Point only. Please do not submit scanned copies. Scanned PDFs are not accessible to screen readers and also produce inferior print quality.

- **Presentation Agreement** – Please complete, sign and return the attached presentation agreement **or** fill it out online here: [CLE Presentation Agreement](#)  
Your presentation may be videotaped and made available after the program through the ISBA website in electronic delivery formats that will include your contact information for follow-up questions. Please contact me as soon as possible if have any questions or concerns with this agreement.
- **Biography** – Please include at a minimum your: firm name, educational degrees with dates, brief work history, and bar association memberships/activities.

**If you are not able to meet the deadline, please contact me immediately.**

Attached here is a **DRAFT program agenda**. Please review this document closely; if we have incorrectly identified your name, firm, or presentation description, please notify us at [speakerinfo@isba.org](mailto:speakerinfo@isba.org). If you wish to communicate with the other speakers, you may call or email us for their contact information.

Please visit our [ISBA Law Ed Speaker and Moderator Information](#) webpage and/or the attached documents with additional information about your engagement with ISBA including:  
General Information about Registration and Product Promotion  
Faculty Training Videos and Resources  
[Prepare for Your ISBA Recording](#)

We appreciate your participation in ***Hidden Challenges: Working with Business Clients Experiencing Mental Distress*** and thank you in advance for your timely efforts in preparing and submitting written materials in compliance with MCLE rule requirements.

On behalf of the ISBA and the Committee on Continuing Legal Education, we thank you and look forward to a successful educational program. If you have any questions, please feel free to call or contact me at any time.

Sincerely,

**Tara Sanders | CLE Program Coordinator**

Illinois State Bar Association

217-747-1421

800.252.8908 Ext. 1421

[tsanders@isba.org](mailto:tsanders@isba.org)

[www.isba.org](http://www.isba.org)

## GENERAL INFORMATION FOR LAW ED SPEAKERS AND MODERATORS (via Zoom)

**Registration:** Complimentary registration is automatically provided to all speakers and one moderator. However for live webcasts via zoom, please [email the CLE Program Coordinator](#), if you attend and earn MCLE credit for any session other than the one you are presenting.

**Faculty Resources:** As part of ISBA's commitment to the professional development of our presenters, we have created multiple resources which are intended to further your personal and professional growth by expanding your proficiency in communicating. All of these resources can be accessed on our website at: <http://www.isba.org/cle/faculty> or by clicking the links in the table below:

Short Videos	PDF Documents
<a href="#">Engaging Your Audience</a>	<a href="#">Material Guidelines</a>
<a href="#">Using PowerPoint Effectively</a>	<a href="#">Using PowerPoint to Present your Lecture</a>
<a href="#">Making Your Voice Come Alive</a>	<a href="#">Interactive Teaching Methods</a>
<a href="#">Using Webinar Engagement Tools Effectively</a>	<a href="#">On-Camera Presenter Tips</a>
	<a href="#">PMCLE Presenter Tips</a>

**We highly recommend that you view and/or read through these resources prior to creating your materials and giving your presentation.**

**Product Promotion:** Display, demonstration, and sale of non-ISBA products or services is generally not permitted in or immediately outside of ISBA continuing legal education programs (for example, during breaks and before and after programs). If a presenter wishes to be provided space for display of brochures or products for sale, he or she must obtain the advance written approval of the Director of Continuing Legal Education.

Display, demonstration, or promotion of products in the course of a presentation is generally disfavored. In some instances, a program or exhibits associated with a program will focus on how to better use a specific product. In those cases, references to that product will be expected. Otherwise, presenters are asked to strictly limit any reference to the relative merits of any product or service (other than ISBA products or services). If a presenter has a financial or business relationship that allows the presenter to benefit from the promotion of a product, the presenter is required to disclose the existence of that relationship to the ISBA prior to the presentation and to those in attendance during the presentation.

**Audit:** The Illinois Supreme Court Commission of Professionalism may audit this program to ensure compliance with Professional Responsibility course credit.

**Questions:** If you have any questions please contact the ISBA CLE Department toll-free at (800) 252-8908 or at (217) 525-1760.

# PREPARE *for* YOUR ISBA RECORDING



## TIPS FOR SHOOTING BETTER VIDEO

1. Choose a setting that feels authentic to establish **credibility** and where everything **visible** on camera serves a **purpose**.
2. Position yourself **near** but **not in front of** a window for more **flattering light**.
3. Maintain enough **distance** from **walls** to avoid ugly **shadows**.
4. **Center** yourself on **camera**.
5. Maintain **eye contact** with the camera to be more **engaging**.
6. Position the camera at **eye level** or **slightly above** to slim the face.
7. Find a location without **echo** or **background noise** for the best **audio quality**.
8. Bring your **enthusiasm** up a notch to engage viewers because the camera absorbs energy.
9. **Smile!**

## TIPS FOR CHOOSING YOUR ATTIRE

1. Keep it **clean** and **simple** – clothing and accessories should not distract from the speaker.
2. Avoid **tight repetitive patterns** like high contrast pinstripes, herringbone, houndstooth, and fine checks.
3. Avoid **silks**, **satins**, and **shiny** fabrics.
4. Wear **solid colors**; they look best on camera.
5. Avoid wearing **all black**, **all white**, or **all red**.
6. Your clothes should be **fitted** and follow the **contours** of your body.
7. **Avoid** any accessories that could make noise or distract.
8. Add a **pop of color** with a necktie, pocket square or scarf.



**PRESENTATION AGREEMENT**  
**Illinois State Bar Association**  
**424 S. Second St., Springfield, IL 62701**  
**E-mail: [speakerinfo@isba.org](mailto:speakerinfo@isba.org)**

**Applicability Dates:** This Presentation Agreement applies to all written and spoken presentations (“Presentation(s)”) I present for ISBA between the dates of **January 1–December 31, 2023**.

**License Terms:** As a condition of the opportunity to present and for no monetary compensation or expectation thereof, I hereby grant to the Illinois State Bar Association (ISBA) the following rights: (1) the right to audio and/or video-record my Presentation; (2) the nonexclusive worldwide right to reproduce, distribute, broadcast, perform, and display the Presentation and to license or syndicate use of the Presentation, or any part thereof, in any medium or form of communication, now existing or hereafter developed, to others; (3) the nonexclusive worldwide right to use the Presentation, or any part thereof, in any other publication produced by the ISBA; (4) the right to include my contact information in all Presentation advertising, promotion, and materials; and (5) the right to contact me regarding questions or discussions arising from future audio and/or video Presentations. In addition, I assign the nonexclusive worldwide right to use the Presentation to promote and publicize the ISBA or its publications, including the right to use my name and likeness and biographical data in such promotions. If so used, I will be identified as the author of the Presentation, or co-author if applicable and waive any right to financial remuneration should any financial benefit accrue to ISBA as a result of publication.

**Warranty:** I warrant that the Presentation is original to me and that it is not subject to any existing copyright other than that of the undersigned. I further warrant that: (1) I have the full authority to grant the rights in this Agreement; (2) the publication and/or broadcast of the Presentation will not libel anyone or infringe on or invade the rights of others; (3) the publication and/or broadcast of the Presentation will not cause harm to anyone; and (4) the Presentation has not been published elsewhere in whole or in part (except as may be set out in a rider attached herewith). Should the Presentation contain any material which requires written permission for inclusion in the Presentation, I agree to obtain such permission from the owner prior to use and to provide a copy of the permission to ISBA.

Execution of this Agreement does not obligate the ISBA to publish my Presentation or permit me to present.

**Presenter’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please complete the following contact information. I understand that this contact information will be included in course materials and may be used by the ISBA or others to communicate with me about the Presentation:**

\*Name (print): \_\_\_\_\_

Firm Name/Employer: \_\_\_\_\_

\* Mailing Address: \_\_\_\_\_

\* City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\* Phone: \_\_\_\_\_ **(and/or)** \* E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_ **(\*indicates required information – must provide phone or e-mail)**

U.S. GOVERNMENT EMPLOYEES, PLEASE CHECK [a] OR [b]: \_\_\_\_\_ [a] This Work was written on my own time and was not required by my assigned job or official duties as a US. Government employee. \_\_\_\_\_ [b] This Work was written as part of my assigned job or official duties as a U.S. Government employee.



## Law Ed Presenter Information

**(Optional)** The ISBA strives to have diversity among presenters. If you self-identify as a member of a diverse group, please state which group(s): \_\_\_\_\_.  
Diversity group identification is used solely for internal purposes, will be treated as confidential, and not shared (other than in the aggregate for statistical purposes) by the ISBA.

## Sample Marketing Email to Speakers

ISBA Law Ed: Disability 6-20 MARKETING YOUR PROGRAM!

To: Speaker

From: Tara Sanders, ISBA CLE Program Coordinator

Hello ISBA Faculty,

On behalf of the Illinois State Bar Association, I would like to thank you again for agreeing to participate in the upcoming CLE seminar titled, "What's New in Illinois Disability Law and Federal Social Security Law."

Although we are marketing your program in a number of ways – from print mailers to blog posts, we invite you to use your preferred social media platforms to share and comment on your involvement in the program so others are aware of your generous contributions to the profession through CLE! As a speaker, you can also give potential registrants greater insight into what they can expect to learn.

If you are new to social media, you might post something like this:

- I look forward to speaking for the Illinois State Bar Association on [date] regarding [these topics].
- I'm presenting a CLE webcast for attorneys on [date] on [topics] for the Illinois State Bar Association 's [official program name]. Join me as we cover...
- Join me as I talk about the one topic I know backward, forward, and sideways! Did you know ....? It's true!

Of course, if it is simpler for you, just forward the attached color flyer to those colleagues that you feel may be interested in and/or benefit from this seminar.

You and your firm/organization have permission to use the attached graphic and flyer to promote your involvement in this program. You may also "like" and "follow" @ISBALawyer on all of our social media platforms, as well.

LinkedIn

Twitter

Facebook

Instagram

YouTube

If you have any questions or need assistance promoting your program on social media, please reach out to the ISBA Media Manager, Celeste Niemann at [cniemann@isba.org](mailto:cniemann@isba.org).

Thank you,

**Tara Sanders | CLE Program Coordinator**

Illinois State Bar Association

217-747-1421

800.252.8908 Ext. 1421

[tsanders@isba.org](mailto:tsanders@isba.org)



## **The First Amendment: In the Classroom, On the Quad, and Beyond**

*Presented by the ISBA Education Law Section*

Dear Fellow Practitioner,

I would like to personally invite you to attend ISBA's upcoming CLE program titled, "[The First Amendment: In the Classroom, On the Quad, and Beyond](#)," which I will be co-presenting via the Internet on **Wednesday, June 14, 2023**.

School districts and higher education institutions continue to grapple with the issue of balancing freedom of speech and the exchange of diverse perspectives with cultivating welcoming educational work environments. Join us as our presenters draw upon their experiences working with school districts and higher education institutions and share their insights on this timely topic. Topics include: a look at the First Amendment issues and challenges; freedom of speech protections under the law; how to create educational and work environments that are free from discrimination and harassment; and how to identify and address First Amendment issues throughout the educational environment. The seminar is presented by the **ISBA Education Law Section** and qualifies for **2.0 hours MCLE credit**.

I hope you can join us for this program. To register, simply click on the title above or the link below. *[Feel free to pass this along to any of your colleagues who you feel might also be interested in attending this program!]*

**Wednesday, June 14, 2023**

**12:00 – 2:00 p.m.**

Live Webcast

[Register Here.](#)

***\$60/Members; \$100/Non-Members***

Sincerely,

(Speaker name here)

# Short Faculty Development Videos



## ISBA Faculty Zoom Training

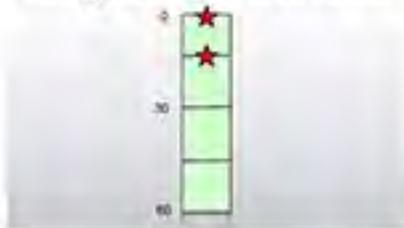
Tips for creating a smooth CLE presentation on Zoom.



## The Top Tips to Deliver a Fantastic Virtual Presentation

Steve Hughes provides tips for delivering an effective virtual presentation during the COVID-19 pandemic.

### Create Opportunities to Interact Throughout Your Presentation



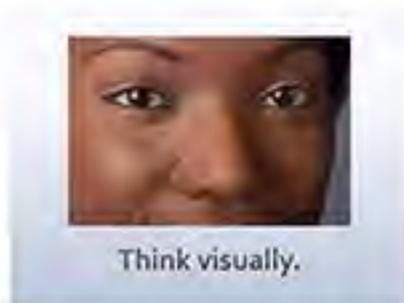
## Engaging Your Audience

Steve Hughes talks about how to engage your audience to improve learning.



## Making Your Voice Come Alive

Ever wonder what it takes to sound great on a webinar? Steve Hughes gives suggestions for how to make your voice come alive.



Think visually.

## Using Power Point Effectively

Steve Hughes shows you how to make slides that are user-friendly.

### Use the Feedback Buttons: Raise Hands



## Using Webinar Engagement Tools Effectively

Steve Hughes explains how to make webinars that aren't boring by using engagement tools effectively.

# FACULTY GUIDELINES FOR COURSE MATERIALS

## Why Prepare Great Course Materials and Submit them On Time?

1. Materials reinforce the learning objectives conveyed to the audience in your presentation.
2. You will learn more about the subject through the preparation of materials.
3. You will earn MCLE credit for prep time for up to 6 times your presentation time.
4. You will increase your credibility, enhance your reputation, and improve potential business opportunities.
5. You will better serve your legal audience and your evaluation scores will improve.
6. Attendees expect your complete set of great materials to be in the course book.
7. Your well-developed materials in the course book, demonstrates you can meet deadlines, which will improve your reputation and enhance opportunities for referrals from audience members.
8. If your materials are not in the course book, it may reflect negatively on your organizational skills and generate negative evaluation comments.
9. If you don't submit materials by the deadline, it will be your responsibility and expense to copy handouts of your materials for attendees.

# FACULTY GUIDELINES FOR COURSE MATERIALS

## What Does ISBA Expect?

- 1. “Thorough, high quality, readable and carefully prepared written materials” (S.Ct. Rule 795(5)).**
- 2. Original materials (preferred).**  
*If copyrighted materials are submitted, you must provide written permission for ISBA to use or they will not be included in the course book. ISBA cannot use Lexis and Westlaw materials.*
- 3. Materials submitted to ISBA electronically.**  
*Word and Power Point only; scanning hard copies produces an inferior print quality.*
- 4. Materials submitted by the required deadline so they are in the Law Ed course book.**
  - *Typically due 4 weeks prior to the program date*
  - *This allows ISBA time to apply for Illinois Supreme Court Commission on Professionalism credit*
- 5. Supplemental Power Point slides to highlight important points, submitted in advance for inclusion in the course book.**  
*Do not include all your written material in the Power Point format.*
- 6. Signed presentation agreement giving ISBA non-exclusive rights to reuse the presentation and materials.**  
*You also retain those rights as the author/presenter.*

# FACULTY GUIDELINES FOR COURSE MATERIALS

## Top 10 Tips for Terrific Law Ed Materials

1. Establish learning objectives for your presentation and make sure the materials support your objectives.
2. Write materials that will provide a complete, independent legal resource after the program is over.
3. Stay on topic by delivering information about the topic described in the original brochure promoting the program.
4. Provide original language or your own paraphrase whenever possible.
5. Don't attach copies of statutes or cases unless you are presenting from the actual language of the attachment, rather provide e-links to an online version such as Fastcase.
6. Provide forms if pertinent; attendees love them.
7. Provide full citations of all cases and resources that you reference.
8. Organize with headings, subheadings, etc. for readability.
9. Edit for grammar, punctuation, proper word usage, and spelling. Your Law Ed materials reflect your work quality.
10. Remember, your Law Ed materials reflect your work quality, so represent yourself well with great materials.

# FACULTY GUIDELINES FOR COURSE MATERIALS

## ISBA Law Ed Formatting and Submission Requirement

1. **The ISBA CLE Editorial Staff accepts original speaker materials in MS Word and Power Point only.** Please do not submit your materials in PDF format! The only exceptions to this are court dockets, materials extracted from FastCase (or similar database research center), articles/information taken from print magazines, copies of a case or statute, etc. (In essence, things that you, the author, did not create yourself, but have secured and provided written permission for ISBA to reprint.)
2. **All original materials should be:**
  - a. Typed in 12-point font
  - b. Double-spaced
  - c. Paginated (center bottom)
3. **All materials (including bios) should be submitted to the ISBA CLE Editorial Staff no later than four weeks prior to the program date!** Every program contains a course book, and every course book must be constructed, printed, and shipped to the program location. This process takes time, which means it is imperative that you submit your materials at least four weeks prior to the program. Materials submitted late will not be included in the ISBA course book and will not be available to webcast viewers of live webcast programs. In these situations, it will be your responsibility, as the speaker, to copy, pay for and bring enough copies of the material to hand out to the on-site registrants. Live webcast viewers will be left out -- to the detriment of the online viewer *and your evaluation rating*. Also, all Professional Responsibility topics must have approval of the Illinois Supreme Court Commission on Professionalism. This application/approval process takes 2-4 weeks and program attendees expect certainty as to PMCLE credit approval.
4. **Materials should be submitted electronically (do not convert materials to PDF format prior to submitting).**
5. **Power Point slides are meant to highlight important points!** While Power Point slide shows are a great way to engage your audience during presentations, they are not the appropriate way to present *all* your information. Please limit the amount of information included on each slide. You should use an additional text document to present the bulk of your materials and reference information.
6. **Please submit your bio with your materials!** Every ISBA course book contains a "biography" section, which is our way of giving credit where credit is due. Bios are a way for speakers to advertise themselves...to flaunt their accomplishments, so to speak. Bios submitted late will not be included in the ISBA course book.

## Options for Interactivity in ISBA CLE Programs

1. Instant polling and results with ISBA's New Audience Response Polling System!
2. Poll Everywhere - Using smart phones for polling
3. Interview/Talk Show format for presenters
4. Skits
5. Hypotheticals
6. Quizzes
7. Offering the audience choices (such as "choose a table" and "choose a topic")
8. Flip Chart to list audience responses during discussion segments
9. Music
10. Questions on Wall Charts - ask audience to get up and write their answers on the charts
11. Post possible answers to your questions on wall charts - ask audience to post sticky dots on the answers they agree with, then discuss
12. Real Time Internet Searches (if wireless is provided)
13. Have Audience Text questions to speaker (provide phone number)
14. Homework - get audience to commit to doing one new thing
15. Casual presentation set ups instead of podiums
16. Exercises/Simulations
17. Hands on Worksheets
18. Question and Answer with Audience Participation
19. Webcast live events
20. Games
21. Video Clips/Video Vignettes
22. Flipped classroom - assign lecture or Ted Talk before program and discuss at program
23. Bookmarking Websites to show during presentation
24. Rewards - Give chocolate to audience members who participate
25. Storytelling
26. Homework - Ask audience to write a take-a-way/application point on a postcard they self-address; mail it to them a few weeks later as a reminder
27. PowerPoint (but only if low on text and heavy on pictures - people remember pictures visually better than words)
28. Table Clinics AKA Speed Dating (expert at each table leads interactive discussion on set topic. Attendees switch tables and topics every 10 - 20 minutes)
29. Rapid Fire short presentations by multiple experts followed by table clinics
30. Trouble Shooting Tribes - Give an assignment to each group and ask them to report back with their response to the assignment
31. Puzzles
32. Road Shows

## Obstacles to Incorporating Interactivity in CLE Programs

1. Audience resistance or resentment
2. Speaker and staff resistance to change
3. Planning and Preparation take more time
4. Making it relevant can be difficult
5. Speakers and planner don't have training in how to do it
6. Requires more resources
7. Requires more space for movement
8. May require technology expenses (polling units, etc)
9. General cultural resistance to the change to interactivity in CLE
10. May not translate into a good format for remote audiences in live webcasts
11. Many lawyers say they prefer lecture format, maybe because there is not embarrassment factor and it is easier

## How to overcome the Obstacles

1. Invite speakers to "experience" an interactive presentation
2. Train the trainer instruction sessions or videos (optional or required)
3. Give presenters the reasons they should use interactivity (show them the higher speaker scores, get testimonials from other speakers who use it, involve your speakers who are converts to the interactivity in training, etc.)
4. Share the educational research that shows how much better interactivity is for learners
5. Eliminate the embarrassment factor - help speakers learn to use it in non-threatening ways, try it in small groups, use topics with no right answer
6. Give everyone an important role
7. Short training videos
8. Appeal to the egos of the speakers
9. Ask speaker and attendees to remember a workshop they liked
10. Show examples of good interactive presentations
11. Give presenters lots of options for interactivity
12. Honor or recognize the speakers who are using interactivity
13. Get speakers to watch themselves in lecture format and then watch an interactive format presentation
14. Warn the audience of interactivity in promotional materials
15. Chair massages for speakers who use interactivity
- 16. Take baby steps and just try something!**

## **ISBA Pricing Policy on Attendance at CLE Programs By Sponsoring Section Council/Committee Members**

Because there are many costs associated with presenting a CLE program – venue, materials, publicity, MCLE per capita fees, refreshments, and administrative overhead costs – all sponsoring section council/committee members attending are required to register and pay fees, with the following exceptions and conditions:

- 1) Speakers and one Moderator per program are registered for and earn MCLE credit for their programs at no charge and may be reimbursed in accordance with ISBA Law Ed reimbursement policies.
- 2) Additional moderators beyond the moderator designated in (1) above and program coordinators may register and attend at the New Attorney Member rate for the specific program.
- 3) Sponsoring section council/committee members are entitled to a \$10 discount on registration fees for half-day and full-day programs. (Membership in more than one sponsoring entity does not entitle attendee to multiple \$10 discounts.)
- 4) Registration fees apply regardless of whether a sponsoring section council/committee member seeks to earn MCLE credit for the program.

ISBA recognizes the contributions of our section council and committee members in conducting the work of the Association. ISBA duly records and tracks the free MCLE credits earned by members at section council and committee meetings that qualify under Supreme Court Rule 795(d)(3).

Adopted May 5, 2007; Revised Feb 18, 2013 -- CLE Committee

## **ISBA Pricing Policy on CLE for a Legal Services Attorney**

A Legal Services Attorney may attend specified ISBA Law Ed programs at a reduced fee (\$25 for ISBA members/\$75 non-member half day and \$100 non-member full day), if the attorney submits to ISBA a written request to attend the program, at least 10 days prior to the program, with documentation that the attorney:

1. works for a not-for-profit, non-governmental organization whose mission is to provide quality civil legal assistance to low-income persons; and
2. works in either:
  - a. a full-time position; or
  - b. a part-time position and the attorney receives no income through the practice of law, unless the income is paid by the Legal Services entity.

## CLE Program Pricing Policy for Special Pricing Requests

The CLE committee is charged with overseeing ISBA's educational services and works to ensure that ISBA Law Ed provides the best CLE to enhance professionalism and to promote the successful practice of ISBA members. The committee is also charged with confirming that ISBA Law Ed complies with the Illinois Supreme Court MCLE Rules (S. Ct. Rules 790 - 799) Those rules set the standards for CLE program accreditation:

(1)The course or activity must have significant intellectual, educational or practical content, and its primary objective must be to increase each participant's professional competence as an attorney.

(2) The course or activity must deal primarily with matters related to the practice of law.

S. Ct. Rule 795 (a)(1) and (2)

Because these standards require the primary focus to be on increasing attorney competence, the CLE Committee makes sure all ISBA programs retain this focus and are geared to an attorney audience.

The CLE Committee has established standard pricing guidelines for live onsite programming and paid online CLE programs. The Committee also oversees and monitors the association's Free Online CLE member benefit -- one of the primary benefits enjoyed by ISBA members. ISBA Law Ed programming and Free CLE are subsidized by ISBA member dues and are specifically and primarily designed and targeted to serve ISBA member attorneys.

Sections and committees seeking a change in standard pricing should submit justification for the request to the CLE committee with their program proposal. The justification should include the rationale for imposing a cost on all ISBA members for the benefit that would enure only to the specific section's attendees. Special pricing that is requested after the proposal is approved and scheduled will not be considered.

Factors that will be considered in reviewing special pricing requests are:

1. The target audience
2. Who will benefit from the special pricing

3. What is the price to be paid by ISBA members attending the program compared to the attendee that is to benefit from the special pricing request
4. The impact of the special pricing request on ISBA members (members attending the program and members not attending the program)
5. The impact on other ISBA CLE programs from the special pricing
6. Whether and how the association in general will benefit from the special pricing and the scope of that benefit (for example, will ISBA reach non-member attorneys who might then consider joining ISBA with the special pricing?)
7. Whether ISBA branding will be preserved and promoted
8. Whether financial contributors are identified to help cover costs
9. The impact of the special pricing on ISBA resources (will additional resources or staff time be required for the non-member beneficiaries of the special pricing and if so, what is the benefit to the association?)
10. The impact on the ISBA CLE budget
11. Whether the ISBA member educational experience will be enhanced

*Approved by CLE committee-June 2016*

ISBA Law Ed  
Destination CLE Guidelines

**DESTINATION CLE** means a continuing legal education program sponsored by the ISBA where MCLE credit is available and the venue is located outside the state of Illinois, excluding ISBA Annual Meeting programs held outside the State of Illinois.

**I. ISBA Destination CLE programs require third-party financial supporters.**

**II. ISBA may conduct Destination CLE with third-party financial supporters in accordance with the following:**

- A.** A Destination CLE Request for Preliminary Approval must be submitted to the ISBA CLE committee one year in advance of the program to allow time for planning, hotel negotiations, publicity and potential cancellation if target numbers are not met. The request must include:
  - 1. Program Date
  - 2. Identification of any potentially conflicting events
  - 3. Preferred Location
  - 4. Number of MCLE Hours to be offered
  - 5. Number of Speakers to be Invited
  - 6. Identification of potential financial supporters
- B.** A Complete and Final Destination CLE Program Proposal must be submitted to the ISBA CLE committee nine months in advance of the program using standard Law Ed proposal forms and must identify confirmed financial supporters and amount pledged, program and topic descriptions, confirmed speakers, and other standard proposal information.
- C.** Only programs designed to break even or better on costs (based on ISBA CLE Committee revenue/expense estimates) will be offered. Target registration numbers will be established by set dates to determine if the program will meet this goal or if the program will be cancelled.
- D.** Master Series Speakers in the vicinity of the destination program are encouraged to reduce reimbursement expenses.
- E.** If volunteer speakers are used, they must be ISBA members, unless affiliated with the financial supporters.
- F.** Destination CLE reimbursements for speakers and moderators shall comply with current ISBA Law Ed speaker reimbursement policies for in-state Law Ed programs.
- G.** A section or committee may propose a destination CLE program no more than once during an ISBA fiscal year from July 1 – June 30

- H.** ISBA will be the contracting party and will review and approve the hotel contract for the Destination CLE to ensure the ISBA is properly protected and that the terms are appropriate and reasonably consistent with other ISBA hotel contracts.
- I.** The program will comply with MCLE Board Accredited Provider standards.
- J.** Financial supporters of ISBA Destination CLE shall sign a Letter of Understanding drafted by the ISBA and documenting the obligations of the supporter. Issues that shall be addressed in the Letter of Understanding include, but are not limited to:
1. Speaker reimbursement terms
  2. Hotel expense responsibilities
  3. Acknowledgments that any financial supporter materials provided for the Law Ed course book will be in accordance with ISBA copyright permission requirements
  4. Trademark uses
  5. Rejection of joint venture or agency status
  6. Agreement that the financial supporter's presentation at the Law Ed program, if any, will not be merely a sales pitch
  7. Agreement that the financial supporter will not misrepresent its arrangement with ISBA in any future marketing to Illinois lawyers
  8. Designation of responsibilities for books, MCLE credit tracking, etc.
  9. Financial supporter use of or references to the ISBA name in advertising or other financial supporter materials
  10. Various other standard contract terms
- K.** Third-Party Financial Supporters
1. Agreements with third-party financial supporters shall be consistent with other contracts held by the ISBA.
  2. Opportunities for financial supporters:
    - a. Exhibitor opportunities at the CLE event
    - b. Opportunities to collect business cards/contact information from attendees
    - c. Speaking opportunities at the event, if:
      - The topics are creditable as MCLE
      - The speaker does not market the product during the presentation
  3. Financial supporters may not represent that their financial support of an ISBA event is an endorsement by ISBA of their products or services

Adopted by CLE committee October 2011.Revised May 2014

**ISBA Law Ed**  
**Financial Contributor Subsidized CLE Guidelines**

**FINANCIAL CONTRIBUTOR SUBSIDIZED CLE** means a continuing legal education program sponsored by the ISBA where MCLE credit is available and the venue is located in Illinois and the section or committee proposing the program requests pricing lower than the standard ISBA CLE pricing, with the difference to be covered by the financial contributor contribution.

**I. ISBA Financial Contributor Subsidized CLE programs require compliance with the financial contributor policy (See Attached Policy)**

**II. ISBA may approve Financial Contributor Subsidized CLE with third-party financial supporters in accordance with the following:**

- A.** A Financial Contributor Subsidized CLE Request for Preliminary Approval must be submitted to the ISBA CLE committee nine months in advance of the program to allow time for planning, hotel negotiations, publicity and potential cancellation if funding is not timely received. The request must include:
  - 1. Program Date
  - 2. Identification of any potentially conflicting events
  - 3. Preferred Location
  - 4. Number of MCLE Hours to be offered
  - 5. Number of Speakers to be Invited
  - 6. Identification of potential financial supporters and amounts to be collected
  - 7. Proposed pricing of program
  
- B.** A Complete and Final financial Contributor Subsidized CLE Program Proposal must be submitted to the ISBA CLE committee six months in advance of the program using standard Law Ed proposal forms and must identify confirmed financial supporters and amount pledged, program and topic descriptions, confirmed speakers, and other standard proposal information.
  
- C.** Only programs designed to break even or better on costs (based on ISBA CLE Committee revenue/expense estimates) will be approved with subsidized pricing. Financial Contributor payment deadlines will be established by set dates to determine if the program will meet this goal or if the program will be cancelled.
  
- D.** Single venue programs are required to control reimbursement expenses
  
- E.** If volunteer Illinois attorney speakers are used, they must be ISBA members, unless affiliated with the financial supporters.
  
- F.** Financial Contributor Subsidized CLE reimbursements for speakers and moderators shall comply with current ISBA Law Ed speaker reimbursement policies for in-state Law Ed programs.

- G.** A section or committee may propose a Financial Contributor Subsidized CLE program no more than twice during an ISBA fiscal year from July 1 – June 30
- H.** ISBA will be the contracting party and will review and approve the venue contract for the Financial Contributor Subsidized CLE to ensure the ISBA is properly protected and that the terms are appropriate and reasonably consistent with other ISBA venue contracts.
- I.** The program will comply with MCLE Board Accredited Provider standards.
- J.** Financial supporters of ISBA Financial Contributor Subsidized CLE shall sign a Letter of Understanding drafted by the ISBA and documenting the obligations of the supporter. Issues that shall be addressed in the Letter of Understanding include, but are not limited to:
  - 1. Speaker reimbursement terms
  - 2. Venue expense responsibilities
  - 3. Acknowledgments that any financial supporter materials provided for the Law Ed course book will be in accordance with ISBA copyright permission requirements
  - 4. Trademark uses
  - 5. Rejection of joint venture or agency status
  - 6. Agreement that the financial supporter's presentation at the Law Ed program, if any, will not be merely a sales pitch
  - 7. Agreement that the financial supporter will not misrepresent its arrangement with ISBA in any future marketing to Illinois lawyers
  - 8. Designation of responsibilities for books, MCLE credit tracking, etc.
  - 9. Financial supporter use of or references to the ISBA name in advertising or other financial supporter materials
  - 10. Various other standard contract terms
- K. Third-Party Financial Supporters**
  - 1. Agreements with third-party financial supporters shall be consistent with other contracts held by the ISBA.
  - 2. Opportunities for financial supporters:
    - a. Exhibitor opportunities at the CLE event
    - b. Opportunities to collect business cards/contact information from attendees
    - c. Speaking opportunities at the event, if:
      - The topics are creditable as MCLE
      - The speaker does not market the product during the presentation
  - 3. Financial supporters may not represent that their financial support of an ISBA event is an endorsement by ISBA of their product or services.

Adopted by CLE committee 9/20/14

## **ISBA Law Ed Financial Contributor Policy**

Financial contributors may support ISBA's Law Ed programs if the issues listed below are addressed to the satisfaction of the ISBA and the financial contributor. Upon confirmation of a financial contributor's pledge to support ISBA's Law Ed program, ISBA will draft a Letter of Understanding for the Financial Supporter's signature documenting the obligations of the supporter. ISBA will also request payment of the amount pledged and will invoice the financial supporter, if necessary. Please note: ISBA is a 501(c)(6) organization, and not a 501(c)(3) charitable organization. A contributor should contact a tax professional to determine if the contribution has tax consequences.

**Issues that shall be addressed in the Letter of Understanding include, but are not limited to:**

1. Speaker reimbursement terms, if speaking
2. Hotel expense responsibilities, if any
3. Acknowledgments that any financial supporter materials provided for the Law Ed course book will be in accordance with ISBA copyright permission requirements
4. Restrictions on the use of ISBA trademarks
5. Rejection of joint venture or agency status
6. Agreement that the financial supporter will not misrepresent its arrangement with ISBA in any future marketing to Illinois lawyers
7. Designation of responsibilities for books, MCLE credit tracking, etc.
8. Financial supporter use of or references to the ISBA name in advertising or other financial supporter materials
9. Agreement that the financial supporter's presentation at the Law Ed program, if any, will not promote the relative merits of any particular product or service (other than ISBA products or services). However, with prior approval of the CLE committee, the presentation may focus on how to better use a specific product.
10. Various other standard contract terms

### **Third-Party Financial Supporters**

1. Agreements with third-party financial supporters shall be consistent with other contracts held by the ISBA.
2. Opportunities for financial supporters:
  - a. Recognition in pre-program marketing materials and in the course book at the program. ISBA may recognize the supporters by levels, such as gold, silver, bronze, or by event, such as lunch, break or reception sponsor.
  - b. Exhibitor opportunities at the CLE event
  - c. Opportunities to collect business cards/contact information from attendees
  - d. Speaking opportunities at the event, if:
    - The topics are creditable as MCLE
    - The speaker does not market the product during the presentation
3. Financial supporters may not represent that their financial support of an ISBA event is an endorsement by ISBA of their products or services

Sections or committees hosting Law Ed programs which include financial supporters should provide the following information with the program proposal:

1. Contributor's Name for Publicity
2. Contributor Contact name, address, phone and email
3. Amount Pledged

Adopted by the CLE committee June 2, 2012