

WASHINGTON STATE BAR ASSOCIATION

Section Webinar Tool and Program Options:

A valued benefit of Section membership is the ability to develop and obtain free or low-cost educational programming that is both convenient and accessible. A webinar platform is now available to help support this programming.

Short for web-based seminar, a webinar is a presentation, lecture, workshop or seminar that is transmitted over the Web using conferencing software. A key feature of a Webinar is its interactive elements: the ability to give, receive and discuss information in real-time, remotely.

Two options are available to Sections to support the delivery of a one to two hour webinar educational program, as outlined below.

The first option available to Section members provides for the use of WSBA's Webinar Tool (featuring the use of audio with PowerPoint slides and live chat option) in the WSBA Webinar Studio, to deliver Mini-CLE* seminar programming to members around the state. While the usage of the webinar tool does not change the current Mini CLE process, it does create additional requirements and processes which are outlined below.

The second option affords Sections the opportunity to work on webinar programs fully supported by WSBA CLE staff. Under Option Two", WSBA staff, in partnership with the Section, will be responsible for development and delivery of the webinar program. WSBA retains all revenue earned by the program and is fully responsible for all costs incurred for the development of an "Option Two" program.

This policy outlines the requirements for WSBA Sections to access and use WSBA's Webinar Tool and Studio to deliver educational content to members under Option One, and outlines the procedure for delivering a fully supported webinar through WSBA CLE staff under Option Two.

OPTION ONE – USAGE OF WSBA WEBINAR TOOL FOR DELIVERY OF A MINI-CLE:

Requirements:

- A designated Producer for the Section webinar is required to schedule and take Producer training in advance of using the studio for the first time. This also includes reviewing a document of best practices for speakers. This training should be scheduled through your designated CLE staff contact.
- Sections will be charged \$100 per usage of the WSBA webinar tool and studio at the WSBA office.
- Written materials and PowerPoint slides for the webinar must be received at least 48 hours in advance and sent to the designated CLE staff contact.

Scheduling the WSBA Webinar Tool and Studio:

- The WSBA Webinar Tool and Studio are available to use on weekdays between 8 a.m. and 5 p.m., subject to calendar availability.
- The Section will follow the same procedure described in the Mini-CLE Event Form. The request must indicate that the section plans not only to host a webinar but to use the

WSBA Webinar Studio and Tool resource. The Section must indicate a designated Producer and contact information at the time of submitting the Event Form.

- Requests must be made at least six weeks in advance of the anticipated program delivery date.
- A Section may schedule one webinar per month, subject to calendar availability
- There are four Mini-CLE webinar slots available per month.
- Registrations and marketing for webinars will follow the established Mini CLE protocol.

Limitations:

- Webinars may be scheduled for up to 2 hours accredited time plus additional prep time.
- The Webinars will not be available on the WSBA CLE store for purchase as a recorded product. They will be made viewable from a portal page accessible to Section members from the Section's home page on the WSBA website. Recordings will be available for 12 months. Credits are not available for viewing a recording.
- Limited tech support is available to the Producer during a webinar. There will be a dedicated email address accessible to the Producer to communicate any technical issues.
- The WSBA Webinar Tool and Studio is limited to accredited educational seminars only.

OPTION TWO – FULLY SUPPORTED WEBINAR PROGRAM THROUGH WSBA CLE:

This option affords the Section the opportunity to work with the WSBA CLE Staff in the development of a fully supported, high quality program in much the same way as a traditional Section seminar. The webinar program is delivered at a substantially lower cost to members than a traditional seminar. Under this option WSBA is responsible for the costs of the program and retains the revenue from the program. The webinar is marketed in partnership with the Section and Section members receive discounted tuition as outlined below.

Program Details:

- WSBA CLE staff will provide full Webinar marketing and support.
- The webinar will be marketed in partnership with the Section.
- Program costs are incurred by WSBA and program revenue is retained by WSBA.
- There are two slots per month for fully supported webinars and a single Section may schedule up to six per fiscal year.
- A fully supported webinar is limited to two credit hours.
- The program tuition is \$45.00 per credit hour and Section Members receive a discounted tuition rate of \$30.00 per credit hour.
- A fully supported webinar should have an anticipated attendance audience of at least 50 people.

Procedure for Scheduling a Program:

- The Section will email the Webinar Program Request form to kevinp@wsba.org
- The Request form must be received 10 weeks prior to the anticipated program delivery date. The delivery date is subject to availability of staff and the webinar tool and studio.
- The program will be assigned to a CLE staff member who will be responsible for development and management of the program, in partnership with the Section.
- The program will be delivered by WSBA CLE staff utilizing the WSBA webinar tool

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

