

**For Official WSBA Use Only**

**Seminar Number:**

**Personify Set-up:**

**Marketing:**

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**MINI-CLE FORM**

**This form must be submitted at least six weeks prior to your Mini-CLE. Incomplete or late submissions will limit the amount of support that the WSBA can provide. Please email the completed form to [minicle@wsba.org](mailto:minicle@wsba.org).**

**CONTACT INFORMATION**

**Section Sponsor:**

**Are you sponsoring this Mini-CLE with a non-WSBA entity? YES NO**

*If YES, name of entity: \_\_\_\_\_*

*Note: If YES, a written agreement between the parties may be necessary. Contact the WSBA Sections Programs Specialist for more information.*

**Section Contact Name:** \_\_\_\_\_

**Firm/Organization:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**DATE AND FORMAT**

**Date of Mini-CLE:** \_\_\_\_\_ **Format:** \_\_\_\_\_

**In-Person Details**

*Skip this section if webinar only.*

**Are you using a WSBA Office Facility? YES NO**

*If you answered "No," please provide the following:*

**Venue:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **Capacity:** \_\_\_\_\_

*Venue must follow WSBA Facility Guidelines, e.g., [ADA accessible](#). Please note that Sections may not enter into contracts with vendors. If a contract/agreement is required, contact your Section Programs Specialist. WSBA review and approval is required for all contracts.*

**Will you accept walk-in (day of) registrations? YES NO**

*Please see page 6 of this form for more information about in-person and walk-in registration.*

**Will food be provided? YES NO**

*If YES, a contract with a caterer may be necessary. If a contract/agreement is required, contact your Section Programs Specialist. WSBA review and approval is required for all contracts.*

**If attendees must make a meal selection prior to the event, please include meal choices here:**

## Webinar Details

Please fill in if you indicated webinar or hybrid under format.

Name of Section Contact for Technical Support: \_\_\_\_\_

Technical Support Public E-mail Address: \_\_\_\_\_

*The Section is responsible for all tech support, whether using On24 or another platform. The webinar tech support contact information will be published on all marketing materials.*

Are you using the WSBA Webinar Tool (On24)? YES NO

*If you answered "Yes," please note, the tech support contact is **required** to attend a WSBA-sponsored training on usage of the WSBA Webinar Tool. The Webinar Tool is subject to availability, Monday through Friday, 9AM – 4PM. The cost is \$100.00.*

If yes, would you like an archive link to a recording (no CLE credit)? YES NO

*For Mini-CLES conducted via On24, an unaccredited archive recording will be available after the seminar concludes and may be shared with permission from the presenter(s). **The Section must request written permission from the presenter(s) via email to post the recording, and then forward the permission to minicle@wsba.org within 30 days of the event.** Once permission is received, the archive link will be available for viewing up to one year after the event. The link may only be shared on WSBA channels (Section webpage, list serve, etc.)*

**If not using On24, please provide the following:**

Platform (ex. Zoom): \_\_\_\_\_

Webinar Room Capacity (maximum attendees allowed): \_\_\_\_\_

*Please note that the Section is responsible for securing and setting up the platform. The platform must provide question and answering capability. Recording is not allowed. The Section must to provide the opportunity for the attendee to opt out of any mailing list at the time of registering with the platform, if applicable.*

## PROGRAM DETAILS

Title of Mini-CLE (65 characters maximum): \_\_\_\_\_

Description (what attendees can look forward to learning): \_\_\_\_\_

*Check this box for in-person events to add the following language to the registration page:*

As WSBA returns to in-person meetings, events, and gatherings, and in order to ensure consistent levels of safety for WSBA employees, volunteers, and guests at our in-person events, WSBA will follow the [COVID-19](#) guidance provided at the [CDC website](#). If state or local health authorities impose stricter requirements than the CDC, WSBA will comply with the state or local requirements in the area in which the event is held. As a friendly reminder, if you are sick, or exhibiting signs or symptoms of COVID-19, we request that you stay home. For more information on COVID-19 Prevention Actions from the CDC, see [How to Protect Yourself and Others](#)

## Schedule Overview

*Please use the format 00:00 am/pm.*

Pre-Mini-CLE Social Start-End Time (if applicable): \_\_\_\_\_ – \_\_\_\_\_

Webcast Login/In-Person Registration Start-End Time: \_\_\_\_\_ – \_\_\_\_\_

Credited Program Start-End Time (no longer than 2 hours total): \_\_\_\_\_ – \_\_\_\_\_

Post-Mini-CLE Social Start-End Time (if applicable): \_\_\_\_\_ – \_\_\_\_\_

Other (please specify) \_\_\_\_\_ Start-End Time: \_\_\_\_\_ – \_\_\_\_\_

## Agenda

*If you have only one session or topic with no breaks, please fill this page only. If you have more than one session or topic, please utilize the extra page at the end of the form.*

**Session 1 Title:** \_\_\_\_\_  
**Start-End Time:** \_\_\_\_\_ – \_\_\_\_\_ *Please use the format 00:00 am/pm.*  
**Session Description:**

**Session 1 Speaker Information:** For each speaker, please enter the following:  
Name, [WSBA #](#), Email Address, Firm/Organization, Firm/Organization Address, and a short speaker bio (2-3 sentences; this is required for MCLE accreditation).

**CREDITS**

\_\_\_ Total (60 minutes = 1 credit hour, round to nearest quarter hour)

\_\_\_ Law & Legal Procedure \_\_\_ Ethics\* \_\_\_ Ethics-Equity\*\* \_\_\_ Other

Categories for Other credits:

Professional Development       Personal Development and Mental Health  
 Office Management       Improving the Legal System       Nexus Subject

\*List specific RPCs in the session description. This is required for Ethics credits.

\*\*More information on the new Equity credit requirement can be found [here](#).

**TUITION**

Regular Tuition Price: \$ \_\_\_\_\_

Section Member Discount Price: \$ \_\_\_\_\_

Law Student Price: \$ \_\_\_\_\_

Additional comments (optional):

*Mini-CLE tuition may not exceed \$35. Mini-CLE tuition may not be applied toward section membership dues. Any non-section member wishing to join a section may do so by clicking [here](#), or by calling the WSBA Service Center at 1-800-945-9722.*

**MARKETING**

Each Mini-CLE will be marketed through one email message to applicable groups. Due to WSBA policy, this email will not be sent to all WSBA members. *TIP: Don't forget to use your section's list serve to market the Mini-CLE!*

**Applicable marketing groups** (Sections and practice areas (e.g., business law, elder law, etc.) that might find this Mini-CLE to be of most interest):

**Searchable keywords for website** (optional, do not include words in the Mini-CLE title):

**Would you like an e-flyer?**      YES       NO

*WSBA Staff will prepare the e-flyer based on program information provided in this form. It will be shared with Section contacts so that they may email it directly to Section members.*

**Mail flyers:** *If you would like a printed flyer mailed via USPS, please email [minicle@wsba.org](mailto:minicle@wsba.org). Production and postage expenses will be billed to the Section at the current postage rates.*

## POLICIES AND PROCEDURES

*Please review and agree to the following before submitting this form.*

**I understand that all Section expenses must comply with the Section Fiscal Policies, and that the Section should have funds allocated towards this line item in the section's budget. Please confirm all expenses with your Section Programs Specialist.**

**MATERIALS:** Per APR 11(h)(3), written materials in either electronic or hardcopy format must be distributed to all attendees before or at the time the course is presented. Written materials must be timely and must cover those matters that one would expect for a professional treatment of the subject. Any marketing materials must be separate from the written subject matter materials.

The Section must submit a final copy of all course materials to WSBA no later than 2 days prior to the seminar. WSBA may ask that revisions be made if the materials do not meet the standard set forth in APR 11(h)(3).

*For seminars utilizing the WSBA Webinar Tool (On24):* WSBA staff will make course materials in .pdf or .doc format available to attendees via the webinar tool resource pod. The Section is responsible for uploading any PowerPoint presentation to On24 prior to the seminar via a producer link provided by WSBA staff.

*For in-person seminars and webinars via third-party platform:* The Section must distribute materials to attendees before or during the seminar. The Section may choose the method of distribution (hard copy, e-mail).

**I understand the written materials requirements above.**

**MINI-CLE WEBINARS** (skip if in-person only): WSBA will email the registration link in the WSBA CLE store to the Section contact once registration is live. Registration will remain open until the beginning of the seminar. After the webinar concludes, it will not be available on the WSBA CLE store for purchase as a recorded product.

**If using the WSBA Webinar Tool (On24):** Attendance is captured when attendees log in, and WSBA will report attendees' CLE credits within 30 days of the seminar. Training with WSBA staff to use On24 is required. Once the seminar has concluded, an archive link to a recording of the seminar will be available. The Section must request written permission from the presenter(s) via email to post the recording, and then forward the permission to [minicle@wsba.org](mailto:minicle@wsba.org) within 30 days of the event. Once permission is received, WSBA will provide the link to the recording, which may be shared via WSBA channels (i.e. section webpage or section list serve). The link will be viewable for 12 months.

**If using a third party webinar platform (e.g., Zoom):** Attendance is tracked via Survey Monkey. WSBA will provide a Survey Monkey attendance attestation link, and the Section must provide the link in the chat during the seminar so attendees may confirm attendance. Recording is not allowed on third party platforms.

**I understand the information above regarding Mini-CLE webinars.**

**MINI-CLE IN-PERSON EVENTS** (skip if webinar only):

WSBA will close registration 2 days prior to the event. Once registration is closed, WSBA will email sign-in sheets with a list of registrants to the Section contact.

If you are accepting walk-in registrants, please note that all walk-ins (including those with no tuition due) must fill out an event registration form provided by WSBA. Walk-in registrants paying tuition may pay via check (made payable to WSBA), via a QR code provided on the event registration form, or via phone to the Service Center (phone option only available M-F 9am-4pm).

Within 3 days of the Mini-CLE, the Section contact must email the completed registration forms and sign-in sheets to [minicle@wsba.org](mailto:minicle@wsba.org). A late attendance fee will be charged by MCLE if credits are not reported within 30 days of the live program. If any checks are collected, the checks and accompanying registration forms must be mailed to WSBA at 1325 Fourth Avenue, Suite 600, Seattle, WA 98101-2539, postmarked within 3 days of the seminar.

Unless the Mini-CLE is being held at the WSBA office in downtown Seattle, the Section is responsible for securing A/V equipment such as microphones, speakers, and projectors for the event. WSBA cannot provide A/V equipment for Mini-CLEs at outside venues.

As WSBA returns to in-person meetings, events, and gatherings, and in order to ensure consistent levels of safety for WSBA employees, volunteers, and guests at our in-person events, WSBA will follow the [COVID-19 guidance](#) provided at [the CDC website](#). If state or local health authorities impose stricter requirements than the CDC, WSBA will comply with the state or local requirements in the area in which the event is held. As a friendly reminder, if you are sick, or exhibiting signs or symptoms of COVID-19, we request that you stay home. For more information on COVID-19 Prevention Actions from the CDC, see [How to Protect Yourself and Others | CDC](#).

**I understand the information above regarding in-person Mini-CLEs.**

***Please email this completed form to [minicle@wsba.org](mailto:minicle@wsba.org). Thank you!***

**Additional Sessions**

**Session 2 Title:** \_\_\_\_\_  
**Start-End Time:** \_\_\_\_\_ – \_\_\_\_\_  
**Session Description:**

**Session 2 Speaker Information:** For each speaker, please enter the following: Name, [WSBA #](#), Email Address, Firm/Organization, Firm/Organization Address, and a short speaker bio (2-3 sentences; this is required for MCLE accreditation).

**Session 3 Title:** \_\_\_\_\_  
**Start-End Time:** \_\_\_\_\_ – \_\_\_\_\_  
**Session Description:**

**Session 3 Speaker Information:** For each speaker, please enter the following: Name, [WSBA #](#), Email Address, Firm/Organization, Firm/Organization Address, and a short speaker bio (2-3 sentences; this is required for MCLE accreditation).