

WASHINGTON STATE BAR ASSOCIATION

2020 WSBA Section Webinar Tool Guide

WSBA Sections may use WSBA's webinar tool (On24 platform), featuring audio and PowerPoint slides, along with a live chat option, to deliver Mini-CLE* programming remotely from any location to attendees around the world. Usage of the webinar tool will create additional requirements and processes to the current Mini-CLE process as outlined below.

IMPORTANT: This Guide is intended to be referred to in conjunction with the Mini CLE Event Form. Please email minicle@wsba.org for more information or to schedule the use of the webinar tool.

USE OF THE WSBA WEBINAR TOOL FOR DELIVERY OF A MINI-CLE:

Requirements:

- The section must follow the same procedures described in the Mini-CLE event form.
- The section must designate a section member as "Producer" for the webinar. The Producer is required to schedule and take a free, one-hour training in advance of using the webinar tool for the first time. Training includes a webinar tool tutorial and review of best practices.
- The section will be charged \$100 per use of the WSBA webinar tool, in addition to the \$12 accreditation fee.
- Written materials and PowerPoint slides for the webinar must be received at least two (2) business days in advance by the designated WSBA CLE staff contact.

Scheduling the WSBA Webinar Tool:

- The WSBA webinar tool is available to reserve on weekdays between 8 a.m. and 5 p.m., subject to calendar availability. The section must include the name of a WSBA-trained Producer and their contact information in the event form.
- The WSBA on-site webinar studio will not be available for the remainder of 2020 due to public health restrictions.
- The event form must be submitted at least six weeks in advance of the program.
- A section may schedule up to two webinars per month, subject to calendar availability. Each section may schedule a total of 12 webinars per fiscal year. WSBA CLE will accept requests for the webinar tool and to hold a date/time up to six months in advance.
- There are up to six Mini-CLE webinar slots available per month.
- Registration and marketing process for webinars will follow the established Mini-CLE protocol.

Limitations:

- Webinars may be scheduled for a maximum of two hours of accredited time plus 30 minutes prior to allow for attendee log-in.

- Webinars will not be available on the WSBA CLE store for purchase as a recorded product. Upon request from a section Executive Committee member, the WSBA can provide an unaccredited link to the webinar, which may be shared via WSBA channels (i.e. section webpage or section list serve). The link would be viewable for 12 months.
- Limited WSBA CLE staff technical support is available to the Producer during a webinar. WSBA CLE staff will monitor the start of the broadcast to address any technical issues related to the On24 broadcast. The Producer must respond to individual attendee inquiries. There will be a dedicated WSBA email address for the Producer to communicate any technical issues.
- Sections may use the WSBA webinar tool for accredited educational seminars (CLEs) only.

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

Final – Last Revision July 2020.