

## The State Bar of California Webinar Submission Form

### CONTACT INFORMATION:

Section Name, Sub Category <i>(if applicable)</i> :	
Section Coordinator:	
Volunteer Coordinator:	
Volunteer Email:	

### WEBINAR DETAILS:

Title:	
Date:	
Start Time & End Time:	
Short Description: <i>Limited to 250 characters including Spaces</i>	
Long Description: <i>No Limits</i>	
Moderator information: <i>Must include e-mail address</i>	
Speaker information: <i>Must include e-mail address</i>	

### MCLE INFORMATION:

MCLE Credit:	Hours	Hours
	General Credit	Legal Ethics
Elimination of Bias	Hours	Hours
		Competence Issues
Legal Specialization:	Hours	Legal Specialization Area:

### DIRECTIONS:

- Webinar is a live presentation using a Web link for real-time visual and audio. *A PowerPoint presentation is mandatory.*
- Submit Webinar Notification Form to assigned Section Coordinator. All Webinars must be submitted 30-90 days before the program date.
- Webinar will be processed within 5 days of receipt.
- InReach will contact speaker(s) directly to set up a rehearsal time.
- Speaker(s) will submit Power Points to InReach prior to the rehearsal.  
NOTE: Materials are required for programs 1 hour and over.
- Section staff will request CLE Speaker release from the speaker(s) and retain for files.

### DATES TO REMEMBER:

- All Webinars must be submitted to section staff 30-90 days before the program date
- January Webinars: Must be submitted to section staff no later than December 1
- Sections & CYLA E-News is sent out on or around the 2<sup>nd</sup> of each month.
- InReach Customer E-Blast is sent out on or around the 15<sup>th</sup> of each month.
- Webinars cannot be scheduled during the following blackout periods:
  - 2016 Annual Meeting Blackout Dates: September 8 – October 13  
*Any webinars held from October 14 – November 15 must be submitted no later than September 15.*
  - 2017 Solo Summit Blackout Dates: June 15 - 17
  - 2017 Annual Meeting Blackout Dates: August 3 – September 7  
*Any webinars held from September 8 – October 7 must be submitted no later than August 7.*