



OSB Virtual CLE Section Services

SECTION COSPONSORSHIP (Organized in conjunction with the CLE Seminars Department; three CLE credit minimum, which can be a series of one-hour programs)

Section develops the program content and CLE Seminars delivers it streaming (live or replay) or on demand. Services include:

- Online registration services for live events
- Viewer and speaker tech support
- All speaker management, including remote speaker training/best practices, testing sessions, and course materials follow up
- Event marketing (Pre-event for live or scheduled events; post-recording for direct to on-demand.)
- Applying for and reporting MCLE credit
- 60-day courtesy access to the on-demand seminar for registrants
- Section discounts and ONLD and group viewing rates; CLE Department sets the live registration price
- Formats:
 - Live streaming remote delivery (webcast)

CLE REGISTRATION SERVICES (Noncosponsored CLE virtual events with or without a registration fee)

Section is responsible for content development, speaker management, and securing an online delivery platform. PLEASE NOTE: Applying for CLE credit, paying the MCLE fee, and taking and reporting attendance is the responsibility of the section. If attendance is not taken during the seminar, attendees must self-report the credit. Attendees will not be able to self-report until the seminar has been approved for credit.

CLE Seminars provides the following online virtual event registration services:

- Access to 24/7 online event registration using Visa or Mastercard (All registrations are subject to applicable bank merchant fees.)
- OSB CLE Service Center registration assistance through day of event
- Automatic event confirmation to registrants

- Registration list sent to section for distribution of event link (Requires a registration closing date/time and a section contact to forward registration inquiries received after the closing date/time.)
- Posting electronic course materials online and sending the course materials link to registrants the afternoon prior to the event date (Available when materials are submitted as specified in the CLE Registration Services Packet.)
- Posting to the OSB online events calendar
- Optional electronic brochure (Subject to Creative Services production costs and deadlines.)
- Optional print brochure (Subject to print and mailing costs and Creative Services production costs and deadlines.)
- Up to three event emails to OSB sections (Up to four sections per email.)
- MCLE recordkeeping form (Available only when CLE credit is approved in advance of the program.)
- Generic electronic event evaluation form
- \$10 per registrant, including complimentary registrations

RSVP REGISTRATION SERVICES (Noncosponsored CLE virtual events without a registration fee)

Section is responsible for content development, speaker management, and securing an online delivery platform. PLEASE NOTE: Applying for CLE credit, paying the MCLE fee, and taking and reporting attendance is the responsibility of the section. If attendance is not taken during the seminar, attendees must self-report the credit. Attendees will not be able to self-report until the seminar has been approved for credit.

- OSB CLE Service Center registration assistance through day of event
- Access to 24/7 online event registration
- Automatic event confirmation to registrants
- Registration list sent to section for distribution of event link (Requires a registration closing date/time and a section contact to forward registration inquiries received after the closing date/time.)
- Posting to the OSB online events calendar
- Two event emails to OSB Sections (Up to four sections per email.)
- Tiered pricing based upon the number of registrations per event
 - \$150: 1 – 99
 - \$250: 100 – 199
 - \$350: 200 – 299+

To discuss services or request a CLE Registration Services Packet, please email Ms. Kes Joerg, OSB CLE Seminars Planning Specialist, at kjoerg@osbar.org.