

## **CLE Program Chair - - Quick Checklist:**

### **Planning and Preparation**

- Review schedule, materials and evaluations from previous seminar. Think about how it could be improved. Consider which speakers you would invite back and if there are new speakers that should be included.
- Draft schedule of seminar topics and generate list of speakers for each topic. Circulate schedule for seminar to Scott Atwood, me and Elisha. You should also cc us on all your correspondence with speakers and Mustafa.

### **Contacting Speakers and Information to Give to Speakers**

- Initially contact the speaker by phone. If not able to do so, send an e-mail and/or letter. For letters use the YLD letterhead. Let the speaker know the deadline for materials and ensure that he/she can meet that deadline.
- When speaker confirms, send follow-up confirmation e-mail/letter that specifies:
  1. date and location of seminar,
  2. whether it will be videotaped,
  3. deadline for materials and attach information on formatting,
  4. ask speaker to send you their bio and materials in electronic format.
  5. ask if speaker is board certified
  6. ask speakers whether they will need AV equipment and whether they will be using a Power Point presentation. If using a Power Point presentation, let them know they need to bring their own laptop to the seminar.
  7. Attach to the correspondence the information for formatting of materials, forms for materials and lecture CLE credit, forms for travel reimbursement, quick tips for speakers, information on videotaping.
- Create a speaker contact information list that includes name, address, telephone number, e-mail. Indicate if board certified.
- **Send schedule and speaker contact information list to Mustafa, me, Elisha, and the moderator(s) by the schedule/speaker deadline.**

## **Gathering Materials**

- 2 weeks before the deadline for materials, send a reminder e-mail to your speakers; (reminding them of the deadline). If they have not already informed you of their AV needs, follow-up on that too.

If they say they cannot meet the deadline, let them know that if they do not meet the deadline, then their materials will not be included in the seminar program booklet and they will have to make their own copies for the attendees.

- **Organize as you would like to appear in the seminar program booklet: the schedule, contact information list for speakers, speaker bios and materials from speakers. Send to Mustafa, me and Elisha by the deadline for materials.**

## **Preparing for Seminar**

- 2 weeks before the day of the seminar(s), email/call the speakers and moderator(s) to remind them.
- The day before the seminar email/call the speakers and moderator(s) to remind them. Ask that they arrive 15 minutes prior to scheduled speaking time.
- Moderator(s): the day of the seminar arrive 30 minutes early to make sure that AV equipment is set up and there are no A/C problems and the like. Welcome and thank speakers as they arrive. Make sure everything flows. Introduce yourself to the audience and encourage them to become involved in the Florida bar, local bar, young lawyer's sections and voluntary bars. Give them website addresses. This is in addition to introductory remarks and can be done whenever there is time to fill. Also, take 2 copies of seminar booklets with you. Send one to Program Chair and the other to me.

## **After Seminar**

- Send thank you e-mails/letters to each speaker. Use YLD letterhead. cc Scott, Jewel, me
- Send me a summary about how everything went with recommendations for improvements and what went well. CC Scott Atwood, Jewel Cole and Elisha Roy.