Non-CLE Committee Webinars

Committees and Subcommittees have the opportunity to conduct free non-CLE webinars for its members through the ABA’s InterCall Web Conferencing System.

Why conduct non-CLE programming?
- Quick and convenient way to share content and hot topic information with Committee members
- Members benefit from continued access to presentation and audio files posted on your Committee web page
- No hassle of CLE accreditation process

How does it work?
- There is no pre-registration needed for participants
- Participation is a first-come, first-served on the day of the webinar until the maximum number of participants is reached (approximately 150)
- Webinar announcements are circulated via the Committee listserve by the Committee Chair

Steps to conduct a non-CLE webinar
1. Identify a substantive topic you want to cover
2. Recruit a speaker or speakers to present the topic
3. Contact ABA Section staff, Stephanie Rodriguez, at stephanie.rodriguez@americanbar.org to schedule a date and time for the webinar
4. Send Stephanie Rodriguez a brief description of your program, along with panelists, and a completed content submission form.
5. Send webinar announcements to the Committee listserv with participation instructions. Section staff will provide participation instructions; the Chair will send all announcements.
6. Schedule a test session with Section staff for all speakers and moderator to test and become familiar with the web conferencing system

Note: All webinars must include a slide presentation in a PowerPoint format. If a slide presentation will not accompany the program, a teleconference is the more appropriate medium to present the content.

Best Practices
- Send presentation slides to listserve along with final reminder about the program.
- Include a brief description of the presentation in the announcements to spark interest.
- Reach out to other Committees to co-sponsor if you are addressing a topic that has cross-over interest. This will increase the audience.
- Take questions at the end of the program, utilizing the chat function. This will allow the muting of all the lines so as not to compromise the quality of the recording.

Questions? Contact Stephanie Rodriguez at stephanie.rodriguez@americanbar.org.