



# California Lawyers Association Webinar Submission Form

Please select program host:

InReach Hosted Webinar

(Participatory MCLE Credit offered for all InReach webinars)

CLA Hosted Webinar

Check if Self-Study Credit will be offered

- All webinars will be offered on the Zoom platform.
- Helpful hints to qualify for MCLE credit can be found on the [State Bar Website Here](#).

**CONTACT INFORMATION:**

Section/Committee Name, Subcategory (if applicable):	
Co-Sponsor Section/Committee (if applicable):	
CLA Section Manager:	
Volunteer Coordinator:	
<b>Volunteer Email:</b>	
<b>CLA ONLY: Zoom Account Host (if applicable):</b>	
<b>CLA ONLY: Zoom Registration Link (if applicable):</b>	

**WEBINAR DETAILS:**

<b>Requested Title:</b> <i>Limited to 128 characters including Spaces</i>	
Please provide three preferred dates to hold the webinar. <i>All Webinars must be submitted <b>30-90 days before</b> the program date.</i>	
<b>Start Time &amp; End Time:</b>	
<b>Price:</b> (Non-Member: \$75/hr. CLA Member \$55/hr.) <b>NOT APPLICABLE TO CLA Hosted Webinars.</b>	
<b>Program Description:</b> Information provided can include:  <ul style="list-style-type: none"> <li>- Purpose of the webinar</li> <li>- Learning objectives</li> </ul> Note descriptions may be modified. <i>Limited to 250 characters including spaces.</i>	
<b>Resources Used.</b> Example: recent studies, cases, or news articles that led to the creation of this webinar, or the desired audience.	
<b>Moderator information:</b> <i>Must include e-mail address, title, organization, and LinkedIn profile(s)</i>	
<b>Speaker information:</b> <i>Must include e-mail address, title, organization, and LinkedIn profile(s)</i>	
<b>Speaker Bio(s) and Photo(s)</b> (200 word maximum per speaker):	
CLA may cross promote this event with other sections. Yes/No	



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**MCLE INFORMATION:**

MCLE Credit:	<input type="text"/> Hours	<input type="text"/> Hours
	General Credit	Legal Ethics
	<input type="text"/> Hours	<input type="text"/> Hours
	Elimination of Bias	Prevention and Detection Competence
	<input type="text"/> Hours	<input type="text"/> Hours
	Implicit Bias	Wellness Competence
	<input type="text"/> Hours	<input type="text"/> Hours
	Technology in the Practice of Law	Civility in the Legal Profession
Legal Specialization:	<input type="text"/> Hours	<input type="text"/> Hours

**DIVERSITY:**

The California Lawyers Association is committed to expanding diversity in the profession and ensuring we are an inclusive Association. Speakers are requested, but not required, to provide the following information.

Please input the number of speakers that wish to self-identify as a member of one of the communities listed below:

**Gender, Gender Identity and Gender Expression:** Please list the number of speakers.

	Male
	Female
	Non-Binary/Non-Conforming/Gender
	Other
	Prefer Not to Answer

**LGBTQIA:** Please list the number of speakers that identify as LGBTQIA?

	Yes
	No
	Prefer Not to Answer

**Race/Ethnicity/National Origin/Ancestry:** Please check all that apply

	Hispanic/LatinX
	Non-Hispanic White
	Black or African American
	Asian or Asian Pacific Islander
	Native American/Indigenous person
	Middle Eastern/North African
	Other race, ethnicity, national origin:

**Person with a Disability:** Please list the number of speakers with a physical or mental disability?

	Yes
	No
	Prefer Not to Answer

**Veteran:** Please list the number of speakers that have served in the military?

	Yes
	No
	Prefer Not to Answer



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**Speaker Age:** Please list the number of speakers.

	20 – 30
	31 - 45
	45 - 55
	55 – 60
	60+

**Other Diversity Factors not listed above:**

**DIRECTIONS:**

**InReach Hosted Webinar**

- All Webinars must be submitted at least 30-90 Days before the program date.
- Limited to 5 webinars daily across CLA. Please communicate with your staff contact to check availability if planning multiple webinars for one day.
  - Limited to 2 webinars per hour.
- 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.
- Webinars 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.
- Section staff will request CLE speaker release from the speaker(s) and retain for files.

**CLA Hosted Webinar**

- All Zoom Webinars must be submitted at least 30-90 Days before the program date.
- CLA Staff will contact speaker(s) directly to set up rehearsal time.
- Limited to 3 Zoom webinars a week.
- Zoom webinars offering Self-Study credit, section staff will request CLE speaker release from the speaker(s) and retain for files.
- Participatory credit is not provided but can be placed in InReach catalog after if all speaker releases and written materials are collected in advance of the Zoom webinar.

**NOTE FOR MCLE APPROVAL:** Materials are required for all programs 1 hour and over.

**DATES TO REMEMBER:**

- January Webinars: Must be submitted to section staff no later than December 1.
- 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:
  - 2024 Solo Summit Blackout Dates: June 13, 2024 – June 14, 2024
  - 2024 CLA Annual Meeting Blackout Dates: September 1, 2024 – September 8, 2024