

Program Chair Worksheet – Audio Webcast

Program chairs are responsible for overseeing the development of a CLE program. Prior to the event, program chairs, along with the steering committee, are responsible for (1) creating the theme and topics of the program, (2) selecting and confirming speakers, and (3) following up with speakers to submit their materials. Please be sure to read the Manual for Program Chairs, Steering Committee, and Speakers and distribute it as necessary.

To ensure required advertising period and a high-quality program, return this finalized course development worksheet to the program administrator four months prior to the event. For Webcasts, two months prior to the event.

Course Title: _____

Course Date: _____

Course Level:

Intermediate

Advanced

CLE Credit Hours

(_____ hour(s) of general credit)

Bias Elimination:

Ethics:

Mental Illness Awareness

Professionalism:

Substance Abuse:

Technology:

Certification Area

Hours

Course Description (summary for credit and marketing purposes):

Please answer the following questions for marketing purposes:

Why should someone attend this course?

Who should attend this seminar?

What will attorneys learn from this seminar?

Program Schedule

Topic 1

Start Time: _____ End Time: _____

Topic Title: _____

Speaker(s) Name (First, Middle Initial, Last):

City: _____

Email: _____

Topic 2

Start Time: _____ End Time: _____

Topic Title: _____

Speaker(s) Name (First, Middle Initial, Last):

City: _____

Email: _____

Topic 3

Start Time: _____ End Time: _____

Topic Title: _____

Speaker(s) Name (First, Middle Initial, Last):

City: _____

Email: _____

Topic 4

Start Time: _____ **End Time:** _____

Topic Title: _____

Speaker(s) Name (First, Middle Initial, Last):

City: _____

Email: _____

Topic 5

Start Time: _____ **End Time:** _____

Topic Title: _____

Speaker(s) Name (First, Middle Initial, Last):

City: _____

Email: _____

Steering Committee

Name (First, Middle Initial, Last): _____

Email: _____

City/State: _____

Position on Committee: _____

Name (First, Middle Initial, Last): _____

Email: _____

City/State: _____

Position on Committee: _____

Name (First, Middle Initial, Last): _____

Email: _____

City/State: _____

Position on Committee: _____