

## BUSINESS LAW SECTION OF THE FLORIDA BAR

### CONTINUING LEGAL EDUCATION COMMITTEE

#### **CLE Planning Event Checklist**

##### Step 1 – Contact BLS Leadership and the CLE Committee

- ☐ BLS Program Administrator – Carly Hopkins [chopkins@floridabar.org](mailto:chopkins@floridabar.org)
- ☐ CLE Committee Chair – Kathleen L. DiSanto [kdisanto@bushross.com](mailto:kdisanto@bushross.com)

##### Step 2 – When? (Determine Optimal Date)

- ☐ Avoid similar industry events on the same day/week
- ☐ Clear date against The Florida Bar master calendar
- ☐ Optimal date is at least 70 days from initial contact with Program Administrator

##### Step 3 – Where? (Identify Venue, Determine Event Technology Needs)

- ☐ In-person, virtual, or hybrid?
- ☐ Virtual or Hybrid – Use InReachCE, offered in after-market library
- ☐ In-person – Identify venues, research pricing, visit potential locations

##### Step 4 – What? (Establish Goals and Brainstorm Event Topic)

- ☐ Review BLSE Policy 5.01
- ☐ Identify Topic – Current issues that will enhance an “attorneys’ professional competence and skills.” BLSE Policy 5.01(a)(1).
- ☐ Identify speakers
  - “An individual or group qualified by practical or academic experience.” BLSE Policy 5.01(a)(3).
  - Consider BLS Diversity Policy

##### Step 5 – How? (Establish Goals and Brainstorm Event Topic)

- ☐ Complete Course Development Form available on CLE Committee website.
  - [https://thefloridabar-pqvvv.formstack.com/forms/bls\\_cle\\_course\\_development](https://thefloridabar-pqvvv.formstack.com/forms/bls_cle_course_development)
  - Consider what types of CLE credit are available (e.g., technology, ethics, bias elimination)
  - Course Development Form must be completed within one week of securing date
- ☐ Upload CLE Material submissions, along with bios and headshots through links available on website. Work with section administrator and committee chair to apply for CLE Accreditation (BLSE Policy 5.02)
  - CLE Material Submissions [https://thefloridabar-pqvvv.formstack.com/forms/bls\\_cle\\_material\\_submissions](https://thefloridabar-pqvvv.formstack.com/forms/bls_cle_material_submissions)

- Bio and Headshot Submissions [https://thefloridabar-pqvvv.formstack.com/forms/cle\\_bios\\_and\\_headshots](https://thefloridabar-pqvvv.formstack.com/forms/cle_bios_and_headshots)
- Application for course accreditation due at least 30 days in advance of event

Step 6 – Who / Why? (Develop a Marketing Plan)

- ☐ Identify what Florida Bar Sections and Committees could be interested in the program
- ☐ Work with BLS Program Administrator to create marketing plan (emails, social media ,etc.)