



Helpful Information for Speakers and Moderators

Thank you for speaking at the CMBA. We appreciate your support of our CLE program and look forward to assisting you in delivering your presentation.

Listed below is a quick checklist of speaker to-do's, and then we have provided the answers to Frequently Asked Questions. Of course, if you have additional questions, please do not hesitate to contact your Seminar Chair or the CMBA CLE Department at 216-696-2404.

Speaker To Do's:

Before the program:

- **Submit bio with course materials before the deadline provided by seminar chair**
- **Return speaker agreement to the CMBA**
- **Provide A/V requests**

Day of the program:

- **Check in at registration to receive your speaker forms and name tag**
- **Return all speaker forms and CLE forms before leaving the program**
- **Deliver your presentation!**

Frequently Asked Questions

1. Do I need to register for the course?

As a small token of our appreciation, speakers receive complimentary registration for the entire program, including materials (electronic, when available, or print), lunches and/or receptions. Complimentary registrations are not transferable, though.

The CMBA asks each speaker to sign a Speaker Agreement, found on the last page of this packet. Please return to the CMBA prior to the program.

2. Do I receive CLE credit for my presentation?

Yes! Speakers and moderators are eligible for CLE credit for the time they present and also credit for the time they attend. The CMBA will provide the necessary forms and will submit your credits. **Please turn in all paperwork before you leave the program.**

3. What kind of Audio/Visual equipment do you have?

We have the following equipment available: laptop with sound connection, DVD player, projector/screen, clicker/pointer and flip charts. The CMBA offers PollEverywhere (audience response software). Our seminar rooms are WiFi ready.

4. I plan to use a Mac or iPad. What do I need to do?

Our A/V system works with HDMI or VGA connections. If you have a Mac or Apple product, you must bring the necessary adaptors and drop by for a test run.

5. Is there anything I need to do, technology-wise, before my presentation?

We encourage you to email your PowerPoint in advance of the program, so we can load to our laptop and you'll be ready to go that day.

If you are interested in coming in for a trial run before the program, or have any questions about audio/visual equipment, please contact Carmen Franklin, Conference Coordinator, at cfranklin@clemetrobar.org or 216-539-3714.

6. Do I really need to provide course materials?

The Supreme Court of Ohio Commission on CLE requires the distribution of relevant course materials at all CLE presentations. Course materials should provide the participants with up-to-date information on the subject and serve as a reference and resource after the program.

Below are a few pointers on materials:

PowerPoint presentations may be submitted in place of a written outline.

While there is no required length for materials, we suggest 5-10 pages of written material per hour.

The CMBA will not print case law (unless it is the main topic of presentation), statutes or other materials that may be found elsewhere. We are happy to provide links or include this information with our electronic materials.

If you plan to include previously published material (articles, most often), the speaker should obtain permission to reprint the material. Acknowledgement must be listed on the material in a form similar to "Copyrighted material reprinted by permission of xyz."

If you have questions or need help with materials, please contact your Seminar Chair or Carmen Franklin at cfranklin@clemetrobar.org or 216-539-3714.

7. I'm traveling from out of town. What is your travel policy?

Requests for travel reimbursement will be approved by the CMBA prior to the program. This includes: airfare (best available rate - we do not reimburse first-class or refundable airfare); one night hotel lodging and transportation to and from airport. **All flight reservations must be made at least three weeks in advance.**

Mileage and parking will be reimbursed for speakers traveling from outside Northeast Ohio.

Please email your receipts, the amount requested and your address to Samantha Pringle, CLE Director, at springle@clemetrobar.org, within 30 days of the program.

**Cleveland Metropolitan Bar Association
Continuing Legal Education Committee**

Speaker Agreement

The person below as a speaker (Speaker) for the Cleveland Metropolitan Bar Association (CMBA):

1. Authorizes and grants permission to the CMBA:
 - A. To copy, distribute and sell any written materials (Materials) Speaker prepared for the Continuing Legal Education seminar set forth below (CLE Seminar).
 - A. To record, using any media, Speakers presentation at the CLE Seminar (Recording).
 - C. To replay, copy, distribute and sell such Recording.

2. Acknowledges that Speaker:
 - A. Will not receive any proceeds from any sale of Materials or Recordings by or for the CMBA
 - B. Has no rights to the CMBA Recording.

3. Will obtain permission for the CMBA to:
 - A. Republish any materials included in the Materials which have been published previously, or provide a representation that such permission is not required.
 - B. Sell such republication as part of the Materials.
 - C. Copy, distribute and sell without compensation to a third party preparer any written materials prepared by the third party and included in the Materials.

All persons who prepared information included in the materials retain their copyright to such information and are not prohibited from reproducing their own materials.

Title of CLE Seminar: _____

Speaker (please print): _____

Speaker Signature: _____

Date: _____

Please return prior to the program to
Carmen Franklin, Conference Coordinator:
The Cleveland Metropolitan Bar Association
1375 East Ninth Street – Second Level
Cleveland, Ohio 44114
Fax: 216-696-2129
Email: cfranklin@clemetrobar.org