

**Cleveland Metropolitan Bar Association
Seminar Chair Packet**



Cleveland Metropolitan Bar Association – Continuing Legal Education Department
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I. Sample Letter to Seminar Chair

June 22, 2010

TO: _____, Seminar Chair
FROM: Carmen Franklin, Conference Coordinator
RE: New Lawyer Training – February 2009

For submission of this seminar to the Ohio Supreme Court for CLE credit and for promotional purposes, we need program information including: Program title, topics, times, speakers/company affiliations, related to the topics they will be covering, listed in the order they will speak. A short description of the seminar would also be *very* helpful. *Be aware that the Supreme Court does not approve time spent in introductions and breaks. See attached sample program info.*

Attached to this memo are several important items:

- Specific information relative to speakers
- Speaker Agreement
- Planning a Successful Educational Program
- Guidelines for Speakers (Be sure all speakers receive a copy!)

You should find these items quite helpful as you plan your seminar, and I ask that you become familiar with the information enclosed, and ***call me with any questions!!***

*******IMPORTANT DEADLINE DATES*******

Introductory summary blurb for early promotions & CMBA website listing	ASAP
For program information to appear in the January issue of the Cleveland Metropolitan Bar Journal, promotional brochure & CLE Newsletter (Please e-mail to me at: cfranklin@clemetrobar.org , cc: Samantha Pringle at: springle@clemetrobar.org , preferably using Microsoft Word format	11/14/08
Program information submitted to West Legal Edcenter for Live Web Casting – (outline needed 75 days prior to date of program)	12/02/08
Program information submitted to Supreme Court for approval (Complete details above will take care of this)	01/13/09
Speakers should send materials to (you) . Please review the materials for suitability and send to me (all at once) no later than <i>If feasible, please send a hard copy to illustrate exactly the way you want the materials printed & electronic files for online CLE</i>	02/07/09
Seminar chair to return completed speaker agreements to CMBA along with room setup, audio visual needs and complimentary guests	02/11/09

Please note these additional important points:

* Supply conference coordinator with a list of committee people working on this program, their responsibility, and company affiliations. Specify whether you want them mentioned on the brochure.

* Supply conference coordinator with the names, company affiliations, addresses and phone numbers of the speakers.

* The CLE Committee has mandated that the Speaker Agreement form be signed by all speakers and kept on file here at the CMBA. Please see that all speakers get one of these forms. They should all be signed and submitted to you, and you need to get them to me no later than the date mentioned on the previous page.

* ***Do not*** schedule any out-of-town speakers without talking to the CLE Director ***first!*** No ***speaker expenses will be reimbursed unless arrangements have been made in advance with the Director.*** Be sure to copy me on any correspondence sent to the speakers.

*Many seminar chairs feel that it is beneficial to include Ethics, Professionalism and Substance Abuse Instruction in a full-day or two-day session. Attendees, however, might prefer to have that time occupied with more topical subjects. Also, these topics present some very specific programming challenges. Please be aware that there is a requirement of 60 minutes of Ethics, 60 minutes of Professionalism and 30 minutes of Substance Abuse Instruction. Presentations on these topics must cite specific points in the Rules of Conduct (Ethics credit); Lawyers' Aspirational Ideals and Lawyers' Creed (Professionalism credit).

If you are considering the inclusion of Ethics, Professionalism and Substance Abuse in your program, please contact the CLE Director *before* planning your program or making specific arrangements with speakers!

*All speakers and moderators will receive complimentary tickets to the seminar. Please advise them not to submit payment or registration for the seminar. Their names will be automatically added to the registration list.

II. Important Procedures to Remember

A. Planning Your Program

A. Please endeavor to identify your speakers ASAP after the seminar is scheduled, and submit a list of their names, titles, companies and addresses, and phone numbers to our conference coordinator via email or fax to (216) 696-2129. Please be sure that all speaker names and companies are complete and accurate! **Keep in mind that the more speakers are involved, the more complicated the seminar is to coordinate, the more time you will need to put into the project, and the less speaking time each speaker can claim for CLE credit. We recommend that a one hour panel consist of no more than 3 speakers. We also recommend that individual speakers be allotted a minimum of half an hour for their portion, to be able to cover it adequately.**

When selecting your speakers, please consider the speaker's credentials, professional experience, and professional affiliation. A wide range of speakers creates a more dynamic and appealing program.

B. Please try not to make changes after a seminar has been submitted to the Supreme Court for CLE credit. There is always a chance that the Court may reject our request. Therefore, please try to submit a complete and accurate list of speakers and their topics, and limit changes as much as possible. **If there are additions or changes made to topics and/or speakers, please inform the CLE Director or Conference Coordinator as soon as possible!**

B. Publicity

We want you and/or your publicity chair, if appointed, to review the program brochure, once created. We are happy to send the brochure to your entire planning committee, if established. Often there is very little time for this step, so we ask that one person assume responsibility for communicating revisions/corrections to us.

We welcome the assistance of the seminar chair and planning committee in promoting the program. Personal contact to colleagues is very successful in boosting attendance.

C. Complimentary Guests

The Continuing Legal Education Committee of the Cleveland Metropolitan Bar Association has established a uniform policy regarding complimentary attendance at CLE programs. The following are the policies regarding complimentary attendance:

A. Full- time law students are permitted to attend without payment of program tuition, but should be charged the standard rate for the program materials;

B. Government employees, including state and federal judges, their law clerks, magistrates, government attorneys, etc... are not appropriate for blanket exception for the payment of tuition; there is a special government rate for these individuals.

C. CMBA section officers should not be provided a blanket exception from the payment of program tuition;

D. The program planning committee and institute committees should not be provided a blanket exception from the payment of program tuition.

I. Complimentary Tickets

A. **All Speakers and moderators** receive complimentary attendance to the complete seminar. Please identify any registrants to whom you wish to offer complimentary registration, and let them and the speakers know as soon as possible that they do not need to register for the program. Sometimes, speakers and comps will send in their registration and payment because they are not aware of their status. This creates confusion and necessitates issuing a refund.

B. Comp tickets are non-transferable. Please be sure speakers are aware not to send a registration form with payment. **Identify and notify your comps ASAP, so they do not pay and then wait for their refund later.**

C. In addition to speakers, the planning committee is permitted comp tickets equal to no more than **5%** of the previous year's attendance OR two comp tickets, whichever is greater. The allotment of complimentary tickets for this program is **Two (2)**.

D. Please inform the conference coordinator of any complimentary guests in addition to speakers/seminar chair(s) at least five days **before** the seminar occurs. We have a special list at the registration table, and we want that list to be complete and accurate.

E. Additional complimentary tickets can be purchased by the Section with written authorization from the Section Chair.

D. Speaker Information

In your packet we have included information for you to distribute to your speakers. See Section IV. This includes a speaker agreement which must be signed and returned to the conference coordinator.

E. Materials

A. One of the greatest challenges is the timely receipt of the speakers' written material for the seminar book. The Supreme Court Commission on CLE requires presenters to provide written materials. In order that the seminar book is completed accurately with sufficient time for printing, please adhere to the following procedures:

1. Please give your speakers ample time to get their materials together. In most cases, 7 - 10 pages of materials are adequate for each speaker. PowerPoint presentations can qualify as written materials.

2. Give each speaker a copy of "Guidelines for Speakers."

3. Please do not include laws, statutes, publications, etc... that can be obtained elsewhere.

4. Have speakers submit materials to you, the Chair or your designee, so that you can review them for accuracy and suitability. Be sure that none of the material has a copyright notice. We cannot duplicate these materials. Once you have approved the complete set of materials, please send the hard copy to the Conference Coordinator in time to meet the seminar book deadline. Important: An electronic file of each presentation should be emailed to the Conference Coordinator for inclusion in our on-line CLE programs.

5. When the seminar book is sent to be printed, it should be complete. If a speaker cannot get materials into the book before it is printed or CD before it is burned, it is the responsibility of that speaker or seminar chair to bring a sufficient supply of the presentation to the seminar.

B. If you wish to include speaker resumes, please verify that all speakers are included. Unless instructed otherwise, we will place the resume at the end the speaker's materials.

C. If a speaker plans to use overheads or a PowerPoint presentation, please verify that there are copies of the visuals in the materials for the seminar book.

D. Please ask your speakers to adhere to the page limits indicated for their sections of the book. It is not necessary to reprint rules, cases, or other items that attendees can easily find elsewhere. Also, be sure that you or the speakers obtain permission to reprint any materials which carry a copyright notice, and note that permission prominently!

F. Speaker Expense

The CMBA will not cover speaker expenses unless the program is a full day or longer. **Please be sure to contact the CLE Director before making any out-of-town speaker arrangements.**

1. Arrangements for accommodations should be made as soon as possible.

2. The Cleveland Metropolitan Bar Association will reimburse speakers for airfare at the best available rate (first class is not reimbursed), room for one night, and transportation to and from the hotel. **All flight reservations must be made at least 2 weeks in advance.**

3. All travel receipts must be submitted for reimbursement within 30 days after the seminar. Once the seminar is closed, we can no longer reimburse travel expenses.

4. Individual Sections may elect to pay additional speaker expenses. Adequate Section funds must be available, and the Section Chair must approve the expenditure in writing, in accordance with Section regulations.

5. Speaker honoraria – Our policy states that the CMBA will not pay honoraria for a speaker; however, an individual section may find it an acceptable use of its funds to pay honoraria to speakers.

G. Speaker Gifts

Funds are available to the seminar planning committee to provide **either** an appreciation gift **or** a luncheon/dinner. Arrangements must be made with the CLE Director and the Conference Coordinator in advance of the program, who will work with the committee to obtain appropriate gifts. Members of the seminar planning committee do not receive gifts unless they are actually participating in the seminar as speakers.

H. Audio Visual

The CMBA will provide, upon request, an overhead projector, LCD projector, VCR or DVD player, laptop and screen. Any additional audio/visual equipment must be approved by Samantha Pringle, CLE Director.

Any PowerPoint presentations being presented the day of the seminar should be emailed to the Conference Coordinator in advance so that they can be loaded onto the CMBA computer.

I. Sponsorship

A. Program Co-Sponsorship

The CLE Committee will evaluate co-sponsorship on a case-by-case basis and may decide to enter into co-sponsorships if it appears to be in the best interest of the CMBA.

B. Break Sponsorship

The planning committee is encouraged to obtain sponsors for the luncheons and/or breaks provided at programs, to diminish the expense of the program.

J. Program Cancellation Policy

All CLE programs are expected to go forward on the scheduled date and time, regardless of the number of attendees. In the event of extraordinary circumstances, a program may be cancelled at the request of the Seminar Chair, with the approval of the Section Chair and CLE Director.

Note: Many participants will register within days or even hours of a program. The Conference Coordinator and/or CLE Director will provide updates as the event nears.

III. Timeline for a Successful CLE Program

Planning for CLE programs starts approximately 6 months to 12 months before the program. The chart that follows describes the steps involved in facilitating a CLE seminar. It delineates the responsibilities of the Seminar Committee and the CLE department.

One of the most important aspects of a successful seminar is advance publicity. The earlier the program is put together, the earlier the CLE department can start publicizing it. The CMBA must compete with dozens of providers as well as in-house CLE in firms, on-line CLE, CLE programs offered in vacation settings, and CLE programs offered free by firms that deal with the legal community.

This competition makes it necessary for us to plan cutting edge CLE programs that are marketed to the legal community many months in advance. We also look to our Sections and the Seminar Committees to assist in the personal promotion of the programs. Promotional suggestions include: letters and phone calls to the heads of the practice groups in the larger firms; distributing brochures at other meetings you attend and court buildings; forwarding promotional e-mails to your colleagues and providing us with mailing lists of other organizations that have an interest in the program. These lawyer-to-lawyer communications are successful in increasing attendance at a program.

The CLE Department will work with the seminar committee throughout the process to ensure that all program details are worked out.

We appreciate the dedication of our members who work on these programs and we understand that our volunteers expend a great deal of time and effort to produce a successful seminar.

Timeline for Planning and Facilitating a Successful CLE Program

Months/weeks from event	Seminar Chair /Member / Committee Responsibility	CMBA Staff Responsibility
Annually	Appoint a member of your committee or section to serve as the education liaison. This person will be asked to attend CLE Committee planning meetings.	Manage the CLE program with strong communication, thorough planning and smooth implementation.
12 to 6 months	Inform CLE Director of plans for a seminar and the contact person. Arrange a meeting with the CLE Director, Conference Coordinator and the Chair & Vice Chair of the Seminar. Be prepared to appear at CLE committee meeting to discuss program if requested.	Serve as liaison with CLE Committee and keep them updated on seminar planning and scheduling. Schedule meeting with contact person if a review of the seminar is necessary.
	Meet with seminar planning committee to develop program outline. Determine seminar focus, potential topics and speakers, number of CLE hours desired, format (lecture, case study, panel, etc.), course level (introduction, intermediate, advanced), and audience. Set up internal structure (seminar chair, materials chair, program chair and arrangements chair – if appropriate)	Schedule meeting and send notice of meeting (if appropriate) Be available via telephone or in person to answer questions that might come up during initial planning. Advise planning committee as needed.
	Request a date for educational program with the CLE Director.	Provide planning group with available dates for seminar.
	Schedule a meeting with CLE Director and Conference Coordinator to discuss budget, promotion and other important issues	Meet with seminar leaders; provide budget and past attendance information. Review traditional promotion. Suggest additional markets.
	Invite speakers	
	Receive time line for promotion and course materials deadlines from Conference Coordinator.	Establish time line for promotion and course materials.
		Continue to systematically update the look of our promotional materials

Months/weeks from event	Seminar Chair/Member / Committee Responsibility	CMBA Staff Responsibility
12 to 6 months	Review seminar expenses – see the Appendix for rules involving: <ol style="list-style-type: none"> 1) complimentary tickets 2) speaker travel expenses 3) speaker honoraria 4) appreciation meals or gifts 5) co-sponsorships 	Review program related expenses. Purchase additional mailing lists or advertisements if justified. Set price for educational program
4 to 3 months	Submit final (draft) program outline to the Conference Coordinator and/or CLE Director with moderators, panel Chairs, speakers, times and luncheon speaker. Please submit electronically, if possible.	Review final (draft); make suggestions if necessary
	Approve final announcement for CMBA Journal. We run announcements the month before the program and the month of the program. Unless the program is in the first week of the month, then it would be two full months before. The Journal is published by the 25 th of each month. The deadline for program information is approximately 8 weeks prior to the publish date.	Prepare and place advertisement and other promotional materials.
		Submit course approval to The Supreme Court of Ohio Commission on Continuing Legal Education. Secure credit from other providers such as Accountancy Board.
	Assist CMBA staff to promote event. Submit information concerning program to appropriate publications. Make personal contacts. Write personal letter to past attendees or other target group.	Obtain mailing lists of additional target markets. Decide if program is to be video-taped.

Months/weeks from event	Seminar Chair/Member / Committee Responsibility	CMBA Staff Responsibility
3 to 2 months	<p>Confirm all speakers and provide a copy of the Guidelines for Speakers and the Speaker's Agreement. The appendix contains a copy of the Guidelines & the Speaker's Agreement which should be distributed. Set deadline for speakers to submit materials so that any committee review can be done in time to meet CMBA deadlines.</p> <p>Other items to be included in a speaker Confirmation letter:</p> <ul style="list-style-type: none"> • Information about the meeting attendees • Meeting purpose and objectives • Topic and length of presentation • Anticipated size of audience • Deadlines for providing course materials • Request biographical information - if you want to include bios in the course materials, please inform the speaker. • If seminar is being videotaped • Format, including length of time allowed for audience questions • Names of those sharing the platform, if any, and their topics • Name of person who will make the introductions • Reimbursement on customary and necessary travel expenses • Travel and housing arrangements • Request their audio/visual needs • Schedule rehearsals (usually conference calls) • Special assistance to attend • The CLE hours they will receive. Presenters earn speaking credit for their presentation and are eligible for regular CLE for the hours they attend. CMBA Staff will explain the system to speakers upon check-in. 	Provide contact person with Guidelines for Speakers and deadline to submit.

Months/weeks from event	Seminar Chair/Member/Committee Responsibility	CMBA Staff Responsibility
	The CLE Department utilizes a standard evaluation form, which is placed at the end of the course materials. We will use this unless your committee is interested in obtaining more information on speakers, topics of future seminars and would like to develop another form.	
2 to 1 month	Keep in touch with Conference Coordinator on enrollment – please note that the bulk of our registrations occur the week prior to the program.	Begin receiving and processing registrations – assist in additional promotion
2 to 1 month	Invite the Cleveland Metropolitan Bar Association President to greet attendees (if you wish)	
2-3 weeks	Deliver course materials on time to Conference Coordinator	Prepare course materials for duplication
	Continue personal calls and contacts to promote event	
	Discuss with Conference Coordinator all related logistics.	Confirm all related logistics: 1) food and beverage needs 2) audio/visual equipment needed 3) course materials
	Discuss with Conference Coordinator speaker appreciation arrangements for presenting day of seminar, if appropriate	Make arrangements for speaker gifts or meal
2 weeks	Schedule volunteers if needed	
	Provide Conference Coordinator with a list of complimentary tickets as allotted.	
1 week	Confirm all program arrangements with the Conference Coordinator.	Reconfirm all related logistics and relay any changes to all appropriate CMBA staff.

Months/weeks from event	Seminar Chair/Member / Committee Responsibility	CMBA Staff Responsibility
DAY OF THE SEMINAR	Check in with Conference Coordinator to go over any last minute details.	Set up registration and other support functions.
	Greet attendees, introduce speakers and guests and serve as host to non- members and others	Be available to assist as necessary and work with you to ensure a successful event.
	Explain CLE information and other fundamentals – Script is provided by conference coordinator	Provide you with information needed to conduct opening comments
Follow-up	Send personal letters of appreciation to speakers	Compile evaluations
	Review evaluations with committee and begin to prepare for the next education event	
		Reconcile seminar and process all eligible requests for CLE credit.
	Schedule moderators for video tape presentation	Schedule video tape of program
		Promote and prepare for videotape presentation

V. Information to Distribute to Your Speakers

CLE SPEAKER GUIDELINES

A. Complimentary Registration

Speakers at CMBA CLE programs receive a complimentary registration for the entire program, including any lunches or receptions which may be a part of the program. Complimentary registrations are not transferable. While you do not have to submit a registration form to the CMBA, please be sure to check in at the CLE registration desk to receive your complimentary registration, speaker's form, CLE reporting form and materials.

B. Audio Visual Equipment

The following A/V equipment may be made available for the speaker's use: notebook computer, slide projector, overhead projector, VCR/DVD, LCD projector and screen.

Please be sure that you make the Seminar Chair aware of your audio/visual needs as early as possible, but no later than two weeks before the program.

C. Travel Expenses

Limited resources are available for speaker travel. The Cleveland Metropolitan Bar Association will reimburse certain expenses incurred by out-of-town speakers for FULL DAY PROGRAMS ONLY. Requests for travel reimbursement must be approved by the Seminar Chair and CLE Director prior to the program. This includes: airfare (best available rate) - we do not reimburse for first-class airfare; one-day hotel lodging; and transportation to and from airport. **All flight reservations must be made at least two weeks in advance.** We will not pay out-of-town expenses for half day programs.

In order to receive reimbursement, the speaker shall submit original receipts for the above travel expenses. The request for reimbursement must be received within 30 days of the seminar. Once the seminar is balanced and closed, no reimbursement will be made.

D. Speaker Agreement

The CLE Committee requires each speaker to sign a Speaker Agreement form which is kept on file at the CMBA. The Seminar Committee will provide you with a copy of the agreement. The completed form should be submitted to the Seminar Chair at least two weeks before the program. If you have any questions on the form, please contact the CLE Director as soon as possible.

E. Materials

The Continuing Legal Education requirements of the Supreme Court of Ohio require the distribution of high quality, complete course materials at all CLE presentations. Handouts serve as a valuable source of reference materials,

reduce the amount of note-taking required, and serve as supplementary material for the participants. Course Materials should supply the attendees with up-to-date information on the subject and serve as a reference and resource after the program. Materials should enhance the presentation, but should not be the presentation.

The CMBA is investigating the transition to electronic course materials. If you are interested in distributing electronic materials for your program, please contact the CLE Director.

1. General Requirements for Materials Preparation

- a. Material must be submitted to the Cleveland Metropolitan Bar Association in clean, final form, ready for duplicating. Typed material must be submitted in original (not faxed) form. Please submit an electronic copy via disk or email to the Seminar Chair or Conference Coordinator.
- b. To insure consistency and a professional product, all course materials must conform to the Style Guidelines included later in this document.
- c. The materials must be more than a bare bones listing of topical headings, and must contain substantive material in support and amplification of the topical headings. While there is no required length for materials, it is suggested that 5 to 7 pages of final material per hour of presentation is a good rule of thumb.
- d. The materials should include complete citations of authorities. They will be used as a reference source and research aid both by attendees and by those who purchase the written materials rather than attend the program.
- e. We suggest the materials be geared to the practitioner and have a practical rather than a theoretical orientation. Appropriate forms and examples should be included for easy reference subject to the limitations set out below.
- f. Every effort must be made to arrange material concisely on the page and to avoid padding the materials with material readily available elsewhere.
- g. Authorization is usually required to duplicate any previously published materials. In such situations, the speaker should obtain the necessary permission. When permission is obtained to duplicate the published materials, acknowledgment should be included as by the copyright holder or in a form similar to "Copyright material reprinted by permission of _____."
- h. If appropriate, design materials to encourage participation. The use of sample fact patterns, hypothetical situations, and problems in materials and presentation encourage participation and involvement of the participants.

The Cleveland Metropolitan Bar Association relies on the professionalism and integrity of each speaker to prepare course materials which reflects a correct and complete view of the law on the topic covered.

The following Do's and Don't's apply to all course materials:

- DO INCLUDE
- Substantive legal discussion
- Sample forms
- Analytical problems
- Relevant excerpts from statutes discussed
- Checklists
- Hypothetical situations
- Brief case summaries & references
- Charts and diagrams
- Bibliography of references including listing of all relevant statutes and cases

DO NOT INCLUDE

- Copies of articles or treatises
- Copies of published cases
- Copies of statutes
- Copies of any published material readily available elsewhere
- Extra material which does not make a substantial contribution to the program
- Copyrighted material in which you have not sought permission

2. Style Guidelines for Course Materials

To insure consistency in format when materials from several different speakers are combined, these style guidelines are required to be followed:

a. **FORMAT.** Course materials may be prepared in narrative or outline format and should use headings and sub-headings.

b. **OUTLINE FORMAT.** If course materials are prepared in outline form, please use the following style guidelines which are designed to preserve the outline format and minimize wasted white space on the pages:

First Level Heading (All Caps Flush Left);

Run-over Of Headings Are Aligned Under the First Word Headings

1. Second-Level Heading (Initial caps, flush left)
2. Third-Level Heading (Initial Caps, Indent 5 spaces)
3. Fourth-Level Heading (Initial Caps, Indent spaces)
4. Fifth-Level Heading (Initial Caps, Indent 10 spaces)
5. Sixth-Level Heading (Initial Caps, Indent 10 spaces)

c. **GENERAL STYLE REQUIREMENTS:**

- 1 inch margin on all sides
- Page number bottom center
- White paper, black ink
- 8-12 x 11 inch paper
- No handwriting or other markings
- Originals of your materials, no copies (do not fold or staple pages)

- If any material is included which is photocopied, be sure duplication is authorized.

d. SPACING. All materials should be single space typed. It is acceptable to double space between paragraphs.

e. TITLE/CONTENTS PAGE. On the first page of the written materials, give the title, author's name, firm name, and address. A table of contents, if needed, listing major headings and subheads, exhibits and appendices can be included behind the title page. Text should begin immediately after that.

f. PRINTING. Materials should be printed on one side, white paper, using black ink. If submitting a form that is printed on two sides, please provide two originals. PLEASE DO NOT STAPLE ANY MATERIALS.

g. CITATION FORM & STYLE. Legal Citations must follow blue book style, according to the Harvard Law Review Uniform System of Citations. Certain areas of law are not comprehensively covered by the Blue Book. In such a case, refer to supplemental sources.

h. FOOTNOTES. For notes, it is preferable that they be footnotes, inserted at the bottom of the page upon which the reference appears or collected at the end of the text. Designate each footnote with a number which corresponds to its reference in the text.

i. BIBLIOGRAPHY. You may be aware of additional books and articles on your subject which may be of interest to persons attending. If so, include a bibliography at the end of the manuscript. The heading for this section should be titled BIBLIOGRAPHY. Use a standard bibliography format, listing books alphabetically by the author's last name.

3. Dissemination of Course Materials

Course Materials are provided to each program participant at both live and video presentations. Course Materials may also be purchased separately. All materials for the seminar should be included as part of the Course Materials; ideally, we will not distribute handouts at the seminar. However, should the speaker not provide the materials before the book is printed, it is the responsibility of the speaker to provide sufficient copies of the materials at the seminar. Two copies of each book are placed in the historical files of the Cleveland Metropolitan Bar Association; therefore the book needs to be complete.

**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).
 - B. 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: _____