

Good [morning/afternoon/evening], and welcome everyone to

**[PROGRAM TITLE]**

I'm [Moderator name], and I'd like to thank you for joining, and also give a word of thanks to our [#] Sponsoring Committees of the Westchester Women's Bar Association:

[Committee Name] - Co-chaired by [Names]

[Committee Name] - Co-chaired by [Names]

Before I introduce our Presenters, a few housekeeping items:

As you know, this is a CLE program for [#] credits. In order to receive your CLE certificate:

First, please ensure that your first and last name are on your Zoom visible profile so that the attendee list generated by Zoom reflects who you are.

Second, you must pay attention, as I will be announcing [#] "special code/s" at random time/s during the program, which you must memorialize on the attorney attestation form provided to you.

Third, after completion of the program, both the attorney affirmation and the program evaluation must be fully completed and emailed to [executivedirector@wwbany.org](mailto:executivedirector@wwbany.org) by [date].

[Date]> that is [#] week/s. Please don't delay.

Also, during the program the speakers will present much substantive content. At times, they may speak impromptu, digress or pontificate. As always, the opinions expressed by any program presenter are the presenter's own, and do not reflect the official position of the WWBA or WBASNY.

Now without further ado, I would like to introduce our program panelists ...