

## PLANNING A CLE

- View the WWBA website calendar to check for conflicts.
- Contact the Corresponding Secretary and Executive Director to clear your date.
- Review “WWBA CLE RULES 2020-2021” Click Here: <https://wwbany.org/Program-Guidelines/>
- Decide the following:
  - What is the name of your program?
  - Who will be your speakers and/or moderators?
  - Do you want to co-sponsor the program with another committee or other organization?
  - What will be your venue?
  - How much will you charge for participants? See the questionnaire for more details.
  - How many credits will you be offering?
  - Will you be offering food? Who will be your vendor?
  - Who will be your sponsor?
- Complete the Questionnaire.  
<https://wwbany.org/resources/Documents/Program%20Questionnaire%20and%20Guidelines/WWBA%20Flyer%20-%20QUESTIONNAIRE.PDF>
- Send the completed Questionnaire to the Executive Director, the Program Committee Chair(s), and the President. The Program Chair Committees will prepare your draft Flyer and send it to you for your review.
- Once your Flyer is finalized, the Executive Director will distribute it to the membership and post it on the website. However, you must send the Flyer to the Corresponding Secretary for posting in the Newsletter. The deadline for the Newsletter is the 12<sup>th</sup> of each month.
- Ensure that you have your required items (See “[WWBA CLE RULES 2020-2021](#)”).
- On the day of your program, the Executive Director will email your sign in/sign out sheet with the list of registered attendees. You should designate someone to handle on-site sign in/sign out and other registration items, including collection of the Evaluation Forms. On your registration sheet, please clearly annotate payment amount and type (cash, check) made on-site and note any ‘no shows’ so that the Executive Director can keep accurate records.
- Send the annotated registration sheet, and cash and checks collected, to the Executive Director at P.O. Box 926, Hartsdale, NY 10530. It is preferred that you email copies to the Executive Director, too.
- You, and not the Executive Director or the WWBA CLE Coordinator, are responsible for sending the required items to Linda Chiaverini and for the distribution, once received, of the CLE certificates. Please make sure that you have legible email addresses for your attendees.
- Remember to take photos of your event and send them to the Executive Director and the Corresponding Secretary. You may be asked to write a short article for the Newsletter.

**NOTE:** If your CLE program is also a GMM, the Program Committee Chair(s) will assume responsibility for handling (a) on-site sign in/sign out and other registration items, and (b) ordering food for the program. However, you are still responsible for all required items (“[WWBA CLE RULES 2020-2021](#)”) including bringing all required items to the program on the day of your program, sending the requisite materials to Linda Chiaverini, and distribution of all CLE certificates.

### **Contacts**

**Corresponding Secretary and Newsletter Editor-in-Chief:**

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