

2022 MCLE SPECTACULAR SECTION PROGRAM INFORMATION

Submission Deadline - June 20, 2022

Please send your submission to: Anne K. Wolf at awolf@cccba.org

The SPEC will be back live and in person this year on November 18th, 2022

PROGRAM TITLE

Give a strong reason for signing up. Hook them with a rhetorical or real question. "How to" or "learn" titles provoke curiosity. Keep titles short and to the point. **Titles 10 words or less are the best.**

Sponsoring SECTION(S): _____

PROGRAM COORDINATOR/Contact Info: _____

AREA OF MCLE CREDIT : (Program must be 1.50 hours in length which can include 10 minutes for Q&A)

___ General ___ Elimination of Bias ___ Legal Ethics ___ Competence
Specialization (please specify type): _____

AV: Equipment Needed for PowerPoint or similar? Screen? Projector? Other? _____

PROGRAM SCHEDULING PREFERENCE:

AM PM Programs = 1.50 hours. Exact am/pm times TBD

We will do our best to accommodate your choice; however, scheduling is completed on a first come, first served basis and also to ensure the best balance in programming and selection.

**PLEASE ATTACH A SEPARATE WORD DOCUMENT
WITH ALL THE INFORMATION REQUESTED BELOW**

A DETAILED DESCRIPTION OF PROGRAM (A minimum of 4-5 sentences please)

Please make it engaging and interesting. Give a strong reason for signing up. Try to answer "what's in it for me?" This will be an opportunity to use your persuasive writing skills! Please be sure to include **why** your topic is important; **what** will be covered in your program; what the attendees should come away with having learned; that your speakers are amazing and special etc...

SPEAKER INFORMATION: *Please verify with the speaker that all the information provided below may be included in all SPEC information on our Website)*

For each speaker (and moderator), please include all of the following:

- 1) Full Name and Title
- 2) Firm/Company Name with a link to the firm website
- 3) Email address
- 4) State Bar number
- 3) A 1-2 Paragraph Biography with a link to any longer Bio/CV that may exist on their website elsewhere.
- 4) A Photo (.jpeg or link) - head & shoulders about 3 inches or 215 pixels high.
- 5) If they have a book etc... they would like to promote and offer at a discount, please let us know now.

ADDITIONAL PROGRAM INFORMATION and MATERIALS

Due by September 1, 2022

- 1) **2022 CCCBA SPEAKER RECORDING RELEASE FORM** *Have speakers/ moderators fill out and then collect and send to me. We may record some or all of the programs on 11/18/2022. <https://www.cccba.org/flyer/2022/2022-speaker-release.pdf>*

- 2) **AN AGENDA** *which includes the program title, date, time, speaker names program bullet points.(1-page maximum). **Please send the agenda in Word format.***

- 3) **PROGRAM MATERIALS** *Please limit Program Materials to no more than 100 pages maximum. We advise including a reference/resource page where you can link to other materials found online instead of including it in the materials. **Please send all materials in PDF format, if possible.***