



# Contra Costa County Bar Association

## 2023 SECTION PROGRAM/ EVENT PLANNING OUTLINE

Updated 2.15.2023

*To be updated again as CCCBA returns fully to In-person and Hybrid events and programs.*

### **1. Contact the Education & Events Director with the PROPOSED DATE of your Social Event or MCLE Program**

It is important to contact the Education & Events Director with the proposed date of your section's program or event to determine whether any other sections have scheduled a program or event on the same date. Booking dates as far in advance as possible will ensure that your section is able to hold programs and events on your preferred dates.

*Please note that NO MCLE programs, other than those for the MCLE Spectacular may be scheduled during November.*

### **2. Select and Confirm TYPE OF PROGRAM/EVENT -**

**ZOOM WEBINARS** are the preferred format for MCLE program as it offers a time in and a time out reporting function that serves as the record of attendance which is approved by the State Bar. Webinars are ideal for large audiences or events that are open to the public. Typically, webinar attendees do not interact with one another. Webinars allow view-only attendees. They have the ability to interact via Q&A, Chat, and answering polling questions. The host can also unmute the attendees. Your average webinar has one or a few people speaking to an audience. Webinars are designed so that the host and any designated panelists can share their video, audio and screen. Speakers are referred to as Panelists. Think of webinars like a virtual lecture hall or auditorium.

**ZOOM MEETINGS** can be used for an MCLE program however polls must be created and used at the beginning and the end to record attendance. Meetings are designed to be a collaborative event with all participants being able to screen share, turn on their video and audio, and see who else is in attendance. Meetings are ideal for hosting more interactive sessions where you'll want to have lots of audience participation or breakout rooms.

### **IN-PERSON**

*See all CCCBA IN-PERSON MEETING REQUIREMENTS including Speaker Diversity Policy and Accessibility Policy*

#### Event Coordinator Requirement

Every in-person event shall have a designated event coordinator from the hosting committee or section who will check to see if each attendee has pre-registered (and thus agreed to the event attendance requirements above). If an attendee has not pre-registered, the event coordinator will ask

them to read the agreement above and sign to indicate their agreement. Those who refuse to sign the agreement will not be admitted.

### **3. Define the Program Subject Matter; Set the Length of Your MCLE Program; Confirm Your Speaker(s).**

Keep in mind for MCLE credit – the subject matter, at its basic level, must *help attorneys practice law*.

Currently we recommend that MCLE programs be no longer than 90 minutes and non - MCLE program should not exceed 2 hours.

Speakers should be well versed in or considered experts in their subject. The Education & Events Director will **register your speaker(s)** for the event and/or provide Zoom links or individual Zoom panelists invitations. They will also receive a Speakers Certificate of Attendance which offer significantly more MCLE credit hours than the attendees receive.

**Speakers are expected to provide written materials.** If an activity is one hour or more in length, substantive written materials are required and must be provided. Written materials must discuss the content and/or legal authorities discussed during the MCLE activity. A PowerPoint presentation may be submitted as written materials. We suggest 4-5 pages per MCLE credit hour.

Additionally, you or the speakers need to provide and **Agenda:** The agenda can be very simple but must include the title of the activity, speaker names and titles and its start and end time. The agenda should also include a listing of topics/time frames.

### **4. Determine if the Program is MCLE worthy.**

The most common type is a **General** credit. Keep in mind for MCLE credit – the subject matter, at its basic level, must *help attorneys practice law*. There are three CLE subfields as follows:

**Legal Ethics:** Must focus on the professional responsibility of attorneys and not on ethics in general.

**Elimination of Bias in the Legal Profession and Society:** Activities that assist in the recognition, identification and prevention of bias in the legal profession and in society may qualify for bias credit. **See the New State Bar Requirements For Implicit Bias Programs as of 1.2022**

**Professional Competence Issues:** Competence education teaches how to recognize/identify any mental or physical issue (including dementia, mental illness or substance abuse) that can affect an attorney's ability to practice.

**Legal Specialization** credits can be offered after application and State Bar approval. CCCBA's Estate Planning/Probate and Family Law and Criminal sections are currently Specialization providers.

**MCLE Credit is given only for actual time spent in an activity in hours, rounded to the nearest one-quarter hour, reported in decimals.** Time spent refers to actual instruction or speaking time or the running time of tapes, audio or video. We typically add a 15 minute buffer to the advertised time of the event, in addition to the amount of credit offered.

Any question about whether a program is MCLE *credit worthy* can be directed to Anne Wolf at [awolf@cccba.org](mailto:awolf@cccba.org).

**5. Ways to Promote Your Program or Event.**

CCCBA has many avenues wherein you can advertise and promote your event.

- The CCCBA website contains the master calendar which includes all confirmed events.
- CCCBA sends a **Weekly Broadcast** email to all its members. The Weekly Broadcast is sent every Tuesday morning.
- CCCBA can do a **Section Only Broadcast** to the members of a specific section. (Fee)
- CCCBA publishes *The Contra Costa Lawyer* magazine in print and online 6 times a year beginning in January. **The event details can be included in the calendar section of the hard-copy issues of the magazine.**
- CCCBA has a Facebook page, a Instagram account and a LinkedIn Group.
- Section's all have GROUPVINE list servs through which you can send information out directly to your section

Advertising fees are transferred from section accounts at the end of each month within which the program occurs.

**6. Please review the SECTION PROGRAM/EVENT FEE SCHEDULE**

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All necessary documents referenced above can be found on the  
CCCBA [Section Leader Information Page](https://www.cccbba.org/section-leaders-information/)  
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