



OSB CLE SEMINARS—SECTION SERVICES

COSPONSORED (Organized in conjunction with OSB CLE Seminars; program must be a minimum of three CLE credit hours or a series of three one-hour credit programs). Please review the [Cosponsorship Planning Guidelines](#) for specific program details.

Section develops the program content and OSB CLE Seminars delivers as an in-person event, streaming (live or replay), and on-demand product. Section services include:

- Online registration for in-person and streaming events
- Viewer and speaker tech support
- Speaker management, including remote speaker training and course materials follow up
- Marketing
- Applying for MCLE credit and reporting attendance (does not include self-study seminars on CD and MP3 downloads)
- Recording the programs for on-demand access through the OSB CLE Seminars online catalog
- Special rates for sections and the Oregon New Lawyers Division (ONLD)
- Delivery formats:
 - In person
 - Live streaming (webcast)
 - Hybrid (In person and live streaming)
 - On demand (available through the OSB CLE catalog; 60-day access)
 - MP3 downloads (available from the OSB CLE catalog)

NONCOSPONSORED

Sections are responsible for content development, speaker management, arranging for an online delivery platform, applying for MCLE credit, paying the MCLE sponsor fee, and reporting attendance. PLEASE NOTE: If a section does not report attendance, attendees must self-report. Attendees cannot self-report until a seminar is approved by OSB MCLE for credit.

STANDARD (\$10 per registrant, including complimentary registrations)

- Access to 24/7 online event registration using Visa or MasterCard (All registrations are subject to applicable bank merchant fees)
- OSB CLE Service Center registration assistance through day of event via the OSB CLE Service Center phone and email
- Automatic event confirmation to registrants
- Listing on the OSB CLE events calendar
- Up to three CLE event emails to OSB sections (up to four sections per email)
- *Virtual events*: electronic registration list for distribution of the CLE event link (requires a registration closing date/time and a section contact to forward registration inquiries received after the closing date/time)
- *In-person events*: printed registration list, registrant and speaker/planner nametags, and speaker table tents
- Posting electronic course materials online and sending the course materials link to registrants the afternoon prior to the event date (subject to conditions specified in the CLE Registration Services Packet)
- Optional electronic brochure (subject to OSB staff availability, production costs, and deadlines)
- Generic CLE event evaluation form

RSVP ONLY (Limited to CLE events that do not charge a registration fee)

- OSB CLE Service Center registration assistance through day of event via the OSB CLE Service Center phone and email box
- Access to 24/7 online event registration until registration closes
- Automatic event confirmation to registrants
- *Virtual events*: electronic registration list for distribution of the CLE event link (requires a registration closing date/time and a section contact to forward registration inquiries received after the closing date/time)
- Posting to the OSB online CLE events calendar
- Two CLE event emails to OSB Sections (up to four sections per email)
- **Tiered pricing** based upon the number of registrations per event
 - \$150: 1–99
 - \$250: 100–199
 - \$350: 200–299+

SERIES (Minimum three one-credit-hour programs)

NOTE: All events in the series must take place in the same calendar year, and the following information must be submitted for each event with the Registration Services Packet to qualify for series pricing: **event date, starting time, ending time, location, event title, and pricing.** *Events with missing or incomplete information will not qualify for series pricing.*

- Access to 24/7 online event registration using Visa or MasterCard (all registrations are subject to applicable bank merchant fees.)
- OSB CLE Service Center registration assistance through day of event via the OSB CLE Service Center phone and email box
- Automatic event confirmations to registrants
- Listing on the OSB CLE events calendar
- Up to two emails to OSB Sections (limit four sections per email) for each event
- *Virtual events*: electronic registration list for distribution of the CLE event link (requires a registration closing date/time and a section contact to forward registration inquiries received after the closing date/time)
- **Tiered pricing** based upon the number of registrations per event
 - \$150: 1–99
 - \$250: 100–199
 - \$350: 200–299+

To discuss services or request a CLE Registration Services Packet, please email Ms. Kes Joerg, OSB CLE Seminars Manager, at kjoerg@osbar.org.