



## Orange County Bar Association CLE Seminar Guidelines

The Orange County Bar Association encourages all committees to offer at least one mini seminar (up to 2 hours) and one major seminar (2 or more hours) each year. We are pleased to facilitate your seminar to ensure its success. We ask that you follow the guidelines below. Please do not hesitate to contact the Events and Seminar Manager if you have any questions.

**Please schedule your seminar at least 90 days in advance.**

**Please provide in Word format the following information at least 60 days in advance of seminar:**

- Date and time of seminar
- Title of seminar
- Seminar outline
- Agenda
- Title of each topic with name of corresponding presenter
- Summary of each presenters' topic
- Breakdown of each topic given in minutes
- Short biographical sketch of each presenter
- Length of entire seminar given in minutes, excluding breaks
- Seminar flyer
- Send flyer to Seminar Manager two months in advance of seminar date

### **Regarding publicity, the OCBA will:**

- Publicize the seminar in *The Briefs* for two months prior to the seminar
- Distribute information, including downloadable flyer, in "Discovery" email blasts
- Place information on website committee page and in monthly calendar
- Distribute information via regional media outlets (major seminars)

### **Regarding seminar support, the OCBA will:**

- Apply for CLE through The Florida Bar
- Record the seminar as appropriate (major seminars)
- Assist with onsite registration as appropriate (major seminars)

**For more information, please contact Marie Bacazehuatl, Seminar and Events Manager at [marieb@ocba.net](mailto:marieb@ocba.net) or 407-422-4551, ext. 233.**