



## CLE Speaker Guide

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### Planning the Program

Once CLE Department staff have approved a program for CLE credit, they will reach out to the speaker to gather additional information and move forward with planning. CLE staff will request:

1. A brief biography
2. A program outline
3. Course materials

### Opening the Program for Registration

Once the program has been planned and finalized, it will be published on the [Alaska Bar Event Calendar](#) and opened for registration. The program will be advertised through AK Bar newsletters, social media, and email communications.

### Presenting the Program

Please join the Zoom meeting at least 15 minutes before the program start time to make sure audio, video, and internet are working well and discuss how questions and presentation slides will be handled.

1. The CLE Director will begin with some housekeeping notes and then introduce the speaker.
2. The speaker will present their content.
  - a. The speaker may request that attendees hold their questions until the end of the presentation, or they may take questions throughout their presentation. If they choose to take questions throughout, the CLE Director will monitor the Zoom chat and video and notify the speaker if there are any questions.
  - b. The speaker may choose to share their screen and control their own slides, or they may request that the CLE Director presents the slides and advances the slides as needed.

3. The CLE Director will close with some final notes and thank the attendees.

*If you have any questions, please contact the CLE Department at [cle@alaskabar.org](mailto:cle@alaskabar.org)  
or (907) 272-7469.*