

DEADLINES AND ACTIONS ITEMS FOR RPPTL e-CLE PROGRAMS

8 Weeks	•	Finalization of subject matter and speaker(s) for program
6 Weeks	•	Finalize Information for Brochure with e-CLE Coordinator (Title for Program, Names of Speakers and Paragraph Description of Program)
3 Weeks	•	Delivery of written materials by program chair to e-CLE coordinator
2 Weeks	•	Delivery of written materials by e-CLE coordinator to Section Administrator
10 Days	•	Delivery of PowerPoint by Program Chair to e-CLE coordinator
7 Days	•	e-CLE coordinator delivers PowerPoint to Section Administrator
1 Day	•	30 Minute run-through with Bar technology contractor to ensure PowerPoint and technology are working