

DEADLINES AND ACTIONS ITEMS FOR FULL DAY AND ½ DAY RPPTL CLE PROGRAMS

6 Months	<ul style="list-style-type: none"> • Appointment of steering committee chair by CLE chair; appointment of quality coordinator
4 Months	<ul style="list-style-type: none"> • Appointment of steering committee
16 Weeks	<ul style="list-style-type: none"> • Initial meeting of steering committee; selection of topics; selection of speakers; e-mail sent to speakers advising requirements of deadline for receipt of written materials and PowerPoint; staff letter to program chair reminding of deadline for receipt of brochure information.
13 Weeks	<ul style="list-style-type: none"> • Program Chair delivers complete program brochure and bios of each speaker to Section Administrator
12 Weeks	<ul style="list-style-type: none"> • Program Chair holds conference call with all speakers to discuss issues/problems; Program Chair delivers brochure information to Section Administrator; confirmation letters sent to speakers
	<ul style="list-style-type: none"> • Section Administrator submits CLE credit application
	<ul style="list-style-type: none"> • Section Administrator designs brochure and sends to be printed
	<ul style="list-style-type: none"> • Section Administrator submits ad to Bar News
10 Weeks	<ul style="list-style-type: none"> • All written materials delivered by speakers to Program Chair for evaluation, review and quality control (Program Chair advises speakers of any deficiencies)
	<ul style="list-style-type: none"> • Program Chair sends email with brochure to speakers
	<ul style="list-style-type: none"> • Additional advertising by Section Administrator if necessary
8 Weeks	<ul style="list-style-type: none"> • Program Chair delivers all written materials to Section Administrator for program in one email
4 Weeks	<ul style="list-style-type: none"> • Program Chair has conference call with Speakers to run-through the program, so that all know what is being discussed and to insure no unnecessary overlap
3 Weeks	<ul style="list-style-type: none"> • All PowerPoints delivered to Program Chair for evaluation and quality control
2 Weeks	<ul style="list-style-type: none"> • Program Chair delivers all PowersPoints to Section Administrator
1 Week	<ul style="list-style-type: none"> • Section Administrator delivers course materials to seminar site