

# Instructions for Program Planning

## Instructions for OBA/CLE Program Planning

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Traditionally, an OBA/CLE seminar has six, 50-minute presentations. On occasion, there is a reason to vary from this format. For example, some substantive areas are too complex to cover adequately within 50 minutes. If you need to vary from the traditional format, please give Jennifer Wynne a call at 405-416-7027 or email at [JenniferW@okbar.org](mailto:JenniferW@okbar.org)

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Virtually all subjects covered in OBA/CLE seminars can be taught by our membership. We encourage you to call attorneys practicing in Oklahoma. However, if it is necessary to secure an out-of-state speaker, or a speaker that requires a fee, approval by the OBA/CLE department is required before any commitment is made.

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The OBA / Mandatory Continuing Legal Education Commission prefer that the ethics component of any program "stand alone." Therefore, ethics credit should not be divided by all of the program speakers. There should be a separate speaker, with separate materials, speaking for two 25 or one 50-minute ethics session. We urge you to plan for an ethics presentation that is subject-specific. For example, a bankruptcy program would offer ethics as it relates to practicing bankruptcy law.

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Before talking with any individual about presenting the ethics portion of your program, please call and discuss the potential speaker with Susan Damron. As a general matter, we do not want OBA disciplined attorneys as ethics presenters in any OBA/CLE program.

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