

You're the Program Moderator . . . Now What???

Thank you for agreeing to serve as a moderator for OBA Continuing Legal Education's upcoming program. To enhance the quality of your presentations and panels we offer the following guidelines:

Morning Announcements:

- Thank you for being here and welcome to (Name of Event) CLE.
- This program offers (amt of MCLE) credit hours as well as (amt of ethics) ethics credit hours
- As a reminder you will need to sign in at the registration table, both this morning and during the afternoon break to get this credit - and failure to do so can result in no MCLE credit and/or partial credit.
- Please turn your cell phone to silent mode.
- We encourage dialogue between the presenters and the live audience throughout the program. A tossable green microphone is available and should be used for audience questions
- In the event of an emergency evacuation of the building - there are two Emergency Exits on the west side of the building - the southwest corner exit is wheel chair accessible and/or the northwest corner exit opens onto a set of stairs both leading outside of the building.

START THE PROGRAM:

- Please begin the program on time and introduce the speakers - The rule here is 'KEEP IT SIMPLE' {not necessary to read each speaker's entire BIO}

Afternoon Announcements:

- The sign-in sheets will be available at the registration table during the afternoon break.
- Please turn your cell phone to silent mode.
- Again - questions from the audience are encouraged and the tossable microphone is available to take questions.

Closing Remarks:

- Each member has received a short email evaluation, please complete and return it.
- Additional and upcoming OBA/CLE programs can be found on:



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- Thanks so much to all of the speakers for lending their time and expertise to the program and thank the audience once more for attending the program.