



# LAW SERIES



## CBA WEBINAR FAQ

- **Format:** Live online presentation with video, audio and PowerPoint slides.
- **Delivery:** Speakers present from their own offices (via Zoom Webinar using internet) from 12:00 to 1:30pm Eastern Time.
- **Accreditation:** Webinars are usually accredited for 90 minutes of CPD credits in all Canadian jurisdictions.
- **Audience:** Lawyers across Canada from diverse practice areas and with various levels of experience.
- **Interactivity:** The platform allows for polling of the audience and Q&A.
- **Marketing:** Webinars are promoted as part of the CBA Law Series via email blasts and on the CBA website and social media.
- **Speaker invitations:** Once the proposal and speakers list has been approved, Sections can formally invite speakers.
- **Deadline for proposal:** Complete the proposal form on page 2 and submit it to [cba.sections@cba.org](mailto:cba.sections@cba.org) by October 31<sup>st</sup>, 2023.
- **Timeline:** The CBA encourages topic and speaker suggestions from Sections. Upon approval of topics, PD staff assume responsibility for speaker coordination, webinar logistics, accreditation, promotion and delivery.

| When                               | What   | Who                  |
|------------------------------------|--|----------------------|
| <b>September &amp; October</b>     | Call for proposals (Sections have up to two months to prepare proposals) | CBA Sections         |
| <b>October 31<sup>st</sup></b>     | Proposals due (Review process begins)                                    |                      |
| <b>Late December</b>               | Sections notified about approved webinar dates and speakers              | CBA Liaison Officers |
| <b>January</b>                     | Sections reach out to approved Spring speakers                           |                      |
| <b>January – June (ongoing)</b>    | Planning calls with Spring speakers                                      |                      |
| <b>January – June (ongoing)</b>    | Promotion and delivery of Spring webinars                                |                      |
| <b>August – December (ongoing)</b> | Planning calls with Fall speakers  |                      |
| <b>August – December (ongoing)</b> | Promotion and delivery of Fall webinars                                  |                      |

# WEBINAR PROPOSAL FORM

## Contact Information:

1. Section \_\_\_\_\_ Primary Contact Person \_\_\_\_\_ Email \_\_\_\_\_

2. Section \_\_\_\_\_ Secondary Contact Person (optional) \_\_\_\_\_ Email \_\_\_\_\_

**TITLE AND TOPICS:** (insert proposed webinar title) \_\_\_\_\_

Please provide up to 5 bullet points on the key topics that this webinar should cover (for example: current events, new developments, best practices).

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_

**PROGRAM DESCRIPTION** - Please provide a one-paragraph summary of the webinar.

*\*proposed speakers names must be included to be approved.*

**PANEL OF SPEAKERS** – max 4 speakers. In compliance with the [CBA Policy on Speaker Selection](#), please propose a diverse panel. *\*proposed speakers names must be included to be approved.*

Speaker 1 \_\_\_\_\_ Firm/Organization \_\_\_\_\_ Town/Province \_\_\_\_\_

Speaker 2 \_\_\_\_\_ Firm/Organization \_\_\_\_\_ Town/Province \_\_\_\_\_

Speaker 3 \_\_\_\_\_ Firm/Organization \_\_\_\_\_ Town/Province \_\_\_\_\_

Speaker 4 \_\_\_\_\_ Firm/Organization \_\_\_\_\_ Town/Province \_\_\_\_\_

**IMPORTANT TO CONSIDER:** Is the panel gender diverse?  Yes  No      Is the panel racially diverse?  Yes  No

Are speakers from different provinces and territories?  Yes  No

**NOTE: Do not contact the speakers at this stage, as the CBA must first approve the panel.**

**COLLABORATION WITH OTHER SECTIONS** - Would your proposed webinar be of interest to any other [CBA Sections](#)?

1. (Section) \_\_\_\_\_ 2. (Section) \_\_\_\_\_ 3. (Section) \_\_\_\_\_ 4. (Section) \_\_\_\_\_

Please confirm if your program should be considered as a **Law Series program** or an **EDI (Equality, Diversity and Inclusion) program**.

Law Series     EDI Series

Other information – If necessary, please provide additional information/instructions (below or as an attachment).