



ICLEF Live Webcasts

There are two ways that you are able to view ICLEF LIVE Webcasts and receive CLE credits. The first method is through an *ICLEF Live Group Webcast* in a “group setting” at an ICLEF approved regional / local group webcast site. The second method is to attend via an *ICLEF Live Individual Webcast* from your home or office computer. Please note that the *ICLEF Live Group Webcast* locations will not be available until the spring of 2010; however *ICLEF Live Individual Webcasts* are available beginning January 28, 2010.

Method 1 - ICLEF Live Group Webcasts - (Coming spring 2010)

ICLEF Live Group Webcasts are treated the same as attending a “live” ICLEF seminar or “live” satellite program. There is NO LIMIT on the number of CLE hours you may obtain by attending “*ICLEF Live Group Webcasts*”.

- You may obtain ALL 36-hours of your CLE credits by attending *ICLEF Live Group Webcasts*.
- You must attend an *ICLEF Live Group Webcast* at a moderated, ICLEF approved regional / local location (i.e., local bar association office, local law firm, community college / university campus).
- You may receive “partial” CLE credits should your schedule preclude you from attending the entire *ICLEF Live Group Webcast*. Simply complete that *ICLEF CLE Certification Sheet* in your accompanying written materials and return it to the local program moderator to request partial CLE hours.
- It is convenient! Just like a “live” seminar, you attend an *ICLEF Live Group Webcast* at the scheduled program time, only you do it via the internet at an ICLEF approved regional / local *ICLEF Live Group Webcast* location.
- Save Time & Money! Save valuable billing time because there is reduced travel time and travel related expenses to attend the seminar at an approved regional / local live webcast location. You need not drive to downtown Indianapolis to attend a live seminar. ICLEF sends the live seminar to you via the internet. **Important Note:** not all ICLEF programs are suitable for Live Group Webcasting. Please see the ICLEF website for a listing of programs that are to be broadcast via a live webcast.
- Active participation – *ICLEF Live Group Webcast* include live video and audio of the presenters, PowerPoint slides and seminar handout materials. You have the ability to participate directly with the presenters by asking your questions through e-mail, telephone and facsimile, making this method of CLE both interactive and interesting.
- Program written materials (paper copies) will be distributed to each attendee at the *ICLEF Live Group Webcast* locations. Attendees that pre-register online for an *ICLEF Live Group Webcast* may also review the program materials electronically via the web prior to arriving at the group webcast location.

NOTE: “*ICLEF Live Group Webcasts*” are considered live programs and there is no MCLE limit on the number of “*ICLEF Live Group Webcasts*” that you may attend as long as the “*ICLEF Live Group Webcast*” meets the following conditions:

- The group viewing location must be an approved ICLEF regional / local webcast location.
- The group viewing location must be in a setting with a program moderator present throughout the live group webcast.
- The group viewing location must have a moderated attendee check-in process.
- The group viewing location must provide program attendees with a method to ask questions via e-mail, telephone or facsimile connection.
- The group viewing location must also conform to the rules set forth by the *Indiana Continuing Legal Education Commission* under Disciplinary Rule 29 MCLE Guidelines, Section 3(a)(4).

If you would like additional information on establishing an *ICLEF Live Group Webcast* site in your area, please contact ICLEF at (317) 637-9102 or via e-mail at iclef@iclef.org and ask for an *ICLEF Live Group Webcast* site application packet. See page two (2) for rules concerning *ICLEF Live Individual Webcasts*.



Method 2 - ICLEF Live *Individual* Webcasts - (Available January 2010)

ICLEF Live Individual Webcasts are treated much the same as the current *ICLEF On-Demand* seminars via the web. CLE credits for *ICLEF Live Individual Webcasts* are limited to 6 CLE hours per 3-year reporting cycle.

- You may take up to 6-hours of your 36-hours of required CLE credits by attending “*ICLEF Live Individual Webcasts*”
- You may attend an “*ICLEF Live Individual Webcast*” from your office, home or from anywhere with an established internet connect.
- For the best viewing experience we recommend that you connect via a high speed internet connection (DSL, T-1 or Cable Modem). Some law firms may restrict access to "streaming video" so we also recommend that you test your connection prior registering for the *ICLEF Live Individual Webcast* by going to the ICLEF Website (www.iclef.org) and clicking on the “[Test Your Connection](#)” link. Connecting via a "dial-up" modem is not recommended.
- **Registration** - To attend a "*Live ICLEF Individual Webcast*" you must establish a personal *ICLEF Online Account* and register using a credit card. Go to the ICLEF Website (www.iclef.org) to establish your *ICLEF Online Account* and click on “[Create an ICLEF Account](#)” link.
- **Written materials** will be available on your computer through your *ICLEF Online Account* as a PDF file. You are then free to print out your materials or review online them prior to or during the program. A separate "print copy" of the written materials will not be distributed.
- **CLE Credits** - Your attendance is tracked via your personal login through the ICLEF website. A random pop-up box will appear and ask that you verify your attendance and you still watching the program. If you do not click the attendance verification pop-up box with in one-minute, the program will stop. Should this happen, you will have a second chance to complete the seminar by watching an “archived” version of the live webcast. At the conclusion of the “live” webcast the “archived” version of the program will become available to you for 30-days. With the “archived” version of the seminar, there will also appear a random attendance verification pop-up box throughout the program. Simply click on the pop-up box when it appears and complete your viewing of the seminar. At the conclusion of the live webcast (or your completion of the archived viewing), ICLEF will send you a *Certificate of Completion*. ICLEF then will automatically report your CLE credits to the *Indiana Commission for CLE*. You will need to do nothing further to report your CLE hours, ICLEF does it for you.
- To receive CLE credit for an “*ICLEF Live Individual Webcast*” **you must watch the Webcast program in its entirety**. Partial credit will not be awarded for viewing “*ICLEF Live Individual Webcasts*”.
- You cannot receive CLE credits for watching an “*ICLEF Live Individual Webcast*” with someone else – you must login as an individual and watch it through your personal login via your *ICLEF Online Account*.
- Questions may be asked of the live presenters via e-mail, telephone or facsimile.
- To ask a questions of the seminar faculty via e-mail, simply click on the live webcast “FORUM” tab and type in your question at anytime during the program. Your question will be addressed by the faculty at the appropriate question and answer time during the program. Based on the volume of questions submitted, your question may not be addressed during the "live" portion of the program. Should this occur, we will ask our faculty to reply to your question via e-mail after the program ends.
- To ask a question by telephone please call ICLEF at (317) 637-9102 and your question will be transcribed and e-mailed to the faculty during the program.
- To fax your question please transmit your question to the ICLEF fax number at (317) 633-8780.
- **TEST your CONNECTION** and your ability to access *ICLEF Live Individual Webcasts* by going to the ICLEF Website (www.iclef.org) and click on the “[Test Your Connection](#)” link. If you have difficulty connecting, please contact our webcasting technical support line at (877) 880-1335