

## CLE SEMINAR AND MIDDAY LECTURE FAQ'S

**1. Can I register at the door?**

Yes, but it is best to call the day before to make certain it isn't sold out and to ensure there is enough seating (and food, if applicable) for all attendees. We do charge a \$5 walk-in fee for those that are not pre-registered. We accept Master Card, Visa, checks made payable to the Erie Institute of Law, or exact cash.

**2. Are there materials available?**

Material is distributed via electronic delivery. You will receive a link to the material in your email a few days before the CLE program. We do offer hard copies for most programs at an additional cost. Details can be found on program flyers.

**3. Will food be served?**

There will be a continental breakfast served for morning CLE programs, and snacks in the afternoon for programs longer than one hour. Coffee and water is available at each program. Lunch not usually offered, unless noted.

**4. What is the dress code?**

Dress is casual.

**5. What should I bring with me to the program?**

You should bring something to take notes with such as a pad and paper. You may also consider bringing a laptop but the availability of outlets is not guaranteed.

**6. Are CLE credits available?**

CLE credit is available for most of our programs and is stated on our web site and in the flyers. You must check-in upon entrance to the program, be present for the entirety of the program, and hand in the Verification of Presence form at the conclusion of the program. CLE Certificates of participation will be mailed to the address that we have on file for each attendee.

**7. Is there WIFI available?**

Free wifi is available at the Bar Association of Erie County conference space. Wifi may or may not be available offsite, depending on the location and cost.

**8. What is your cancellation policy?**

Notice of your cancellation must be received 48 hours in advance for a full refund. Any notice less than 48 hours is subject to a \$5 or \$10 administrative cancellation fee, depending on the program. The CLE department can be reached at 716-852-8687.

**9. What is the policy for inclement weather?**

We try our best not to cancel programs but in the case of bad weather, program cancellations will be posted on our web site, [www.eriebar.org](http://www.eriebar.org). If we are at the office when a cancellation takes place, you will receive an email or phone call.