



A Message from the Chief Justice's Commission on Professionalism

**Please Read This Entire Message and Save It For Your Records**

Greetings:

Thank you for pre-registering for *Speaker and Writer's Bureau of the State Bar of Georgia Committee on Professionalism: Professionalism in a Post-Pandemic Landscape*, a CLE being staffed by the Chief Justice's Commission on Professionalism on **Wednesday, September 28, 2022, from 9:00 a.m. – 10 a.m.** In-person and Via the Zoom.us platform. The CLE qualifies for 1.0 professionalism CLE hour.

**If you are joining us via Zoom, we suggest you join the CLE between 8:50 a.m and 8:55 a.m. to allow yourself time to work through any technical issues you may experience. A list of the most common technical issues is below.**

**PLEASE JOIN THE WEBINAR BETWEEN 8:50 a.m and 8:55 a.m.**

Please allow yourself sufficient time to join the CLE so you are with us when we start the CLE at 9:00 a.m. **We suggest you join the CLE between 8:50 a.m and 8:55 a.m. to allow yourself time to work through any technical issues you may experience. A list of the most common technical issues is below.**

You will go into a "waiting room" prior to the start of the CLE, so please do not be alarmed if you do not see or hear the speakers when you join. **We STRONGLY ENCOURAGE YOU to already be on the webinar no later than 8:55 a.m.**

## **INSTRUCTIONS FOR JOINING THE ZOOM WEBINAR**

**The CLE will be presented on the Zoom.us platform and if you are joining us via Zoom you will need to access the CLE via a Zoom link using a smartphone, tablet or computer. A dial-in telephone number will *not* be provided for this webinar.**

If you have pre-registered for the CLE and you are unfamiliar with Zoom, please [get started with Zoom here](#) to learn more about setting up Zoom on your smartphone or computer in advance of the webinar. You can also [learn more about Zoom webinars](#) before the CLE.

For this CLE, you should receive a confirmation email and a link to join the webinar from Zoom on Tuesday by 11:00 a.m. Please verify on Tuesday by 11:00 a.m. in advance of the CLE that you have the Zoom link. **Once the CLE begins at 8:55 a.m., due to limited staffing, the Commission cannot assist you with technical issues.**

In addition, you will receive a reminder email on Wednesday.

On **Wednesday, September 28, 2022**, you will receive an e-mail from me with Zoom in the subject line with instructions on how to join the webinar. The e-mail on **Wednesday** will come as a reminder e-mail approximately 1 hour prior to the start of the webinar. Zoom will ask you to review and confirm your name and contact information and to enter your Bar number. **We will use your Zoom registration to confirm your attendance. We will use your Bar number to report CLE attendance, so please be sure you accurately enter your Bar number into the Zoom registration form.** **DO NOT SHARE YOUR ZOOM LINK WITH ANYONE SO YOUR CLE ATTENDANCE IS PROPERLY RECORDED.**

## **IF YOU DON'T SEE THE ZOOM LINK TO JOIN THE WEBINAR ON TUESDAY**

If you do not see the e-mail to join the Webinar on **Tuesday by 11:00 a.m.**, before you contact the Commission, please:

- **Check all of your e-mail addresses, if you have more than one e-mail address to ensure you are looking for the Zoom e-mail at the e-mail address at which you pre-registered;**
- **Check your SPAM folder if you do not see the e-mail;**
- **Check your email carefully with a search for an email FROM "[no-reply@zoom.us](mailto:reply@zoom.us)" or for "Zoom" in the subject line; and**
- **Check with your IT department to ensure the e-mail has not been blocked by a firewall if you do not receive the e-mail.** The e-mail will be generated by Zoom and not the cjcpga.org domain.

**While we will try to respond to questions about the Zoom link that are sent to us well IN ADVANCE, we cannot assist you during the time immediately preceding the CLE or during the CLE because of limited staffing.**

## **THE ZOOM LINK TO JOIN THE WEBINAR IS NOT WORKING**

Make sure you did not share your **UNIQUE** "Click Here to Join" link with anyone else. If someone else is using the link, you may be unable to join.

If you have not shared your link with anyone else, and you are having trouble joining, **CLOSE your browser window, open a new browser window** and try joining again. If the previous suggestion does not work, try using a different browser (i.e. Firefox instead of Chrome) or try joining from a different device (smartphone, tablet, or laptop).

**If you are still unable to join after trying the above suggestions, please contact Zoom for technical assistance.** The Commission does not have the technical expertise to assist you beyond what is suggested above.

## **INFORMATION ON OBTAINING CLE CREDIT**

The Commission will submit attendance information to the State Bar of Georgia's CLE Department for Georgia Bar members who **attend the entire 1.0 hour CLE not more than 10 business days AFTER the date of the CLE**, once the Commission confirms your participation in the CLE via the Zoom.us reports. There may be a delay in reporting CLE attendance for attendees who do not attend the entire CLE because it takes more time to calculate and report partial attendance.

To maintain the CLE credit on your CLE transcript, please visit [www.gabar.org](http://www.gabar.org) and click on the "Member Login" Button in the top right-hand corner. After you are logged in, look for the Blue "My Account" Box to the left. Click on the first link, "CLE Status." If you attended the entire CLE, the Commission will send your attendance report to the State Bar of Georgia **not more than 10 business days AFTER the date of the CLE**, once the Commission confirms your participation in the CLE via the Zoom.us reports. There may be a delay in reporting CLE attendance for attendees who do not attend the entire CLE because it takes more time to calculate and report partial attendance.

Once the Bar receives your attendance report, you will have the option to pay the \$4 per CLE hour fee to have the CLE remain on your transcript. The fee is not due until December 31<sup>st</sup>, so please do not be alarmed if you do not immediately see an amount due on your transcript that allows you to pay.

## **YOUR CLE TRANSCRIPT IS SEPARATED BY YEAR**

Your CLE transcript is separated by year. Ensure that you scroll down to the **2022** section of your CLE transcript to look for this CLE on your transcript. If you have scrolled down to the **2022** section of your CLE transcript and you still do not see this CLE on your transcript after **October 14, 2022**, please e-mail [kygrier@cjcpga.org](mailto:kygrier@cjcpga.org).

The Commission does not automatically send Certificates of Attendance to CLE attendees; the Commission only reports your attendance to the State Bar of Georgia's Commission on Continuing Legal Competency. The Commission will not apply to any

state other than Georgia for CLE course approval. If you seek CLE credit from another state, you will need to do so on your own.

**Karlise Y. Grier | Executive Director**

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