

ACCESSING THE ONLINE ELECTRONIC COURSE MATERIALS

All program materials will be distributed exclusively online in PDF format. **It is strongly recommended that you save the course materials in advance in the event that you will be bringing a computer or tablet with you to the program.**

Printing the complete materials is not required for attending the program.

To access the complete set of course materials, please insert the link listed on the program page into your browser's address bar and click 'enter'

A *NotePad*[®] (paper) will be provided to all attendees at the live program site. The *NotePad*[®] includes lined pages for taking notes on each topic, as well as any PowerPoint presentations submitted prior to printing.

Please note:

- You must have Adobe Acrobat on your computer in order to view, save, and/or print the files. If you do not already have this software, you can download a free copy of Adobe Acrobat Reader at this link: <http://get.adobe.com/reader/>
- In the event that you are bringing a laptop, tablet or other mobile device with you to the program, please be sure that your batteries are fully charged in advance as additional electrical outlets may not be available at your program location.
- NYSBA cannot guarantee that free or paid WI-FI access will be available for your use at your program location.

ATTENDANCE VERIFICATION FOR NEW YORK MCLE CREDIT AND PROGRAM EVALUATION PROCESS

Attendance Verifications: In order to receive your New York MCLE credit, you are required to complete and return the Verification of Attendance form.

- The form should be filled out and returned to the Registration Staff after the session has ended. **Please be sure to turn in your form at the appropriate times – we cannot issue your New York MCLE credit without it.** Your MCLE Certificate will be emailed to you a few weeks after the program.
- **Please note: Partial credit for program segments is not allowed.** Under the New York State Continuing Legal Education Board Regulations and Guidelines, attendees at CLE programs cannot receive MCLE credit for a program segment unless they are present for the **entire segment**. Persons who arrive late, depart early, or are absent for any portion of the segment will not receive credit for that segment.

Evaluations: Program evaluations are processed online. After the program is over, you will receive an email from NYSBA with a link to the online evaluation form.

- To complete your registration process, click on the link in the email within the next 72 hours and fill out your confidential online program evaluation.

The New York State Bar Association is committed to providing high quality continuing legal education courses, and your feedback regarding speakers and program accommodations is important to us. Please be sure to fill out the online evaluation form after the program! Thank you for choosing NYSBA programs.

Important Notice:

All Course Materials for this program are copyrighted by the New York State Bar Association and are distributed to program attendees for their use only.

Any other manner of distribution, including electronic transmission, for use by persons other than program attendees is not allowed without prior written permission from the New York State Bar Association Meetings Department.

This program is offered for educational purposes. The views and opinions of the faculty expressed during this program are those of the presenters and authors of the materials, including all materials that may have been updated since the books were printed. Further, the statements made by the faculty during this program do not constitute legal advice.