



## ➤ Registration

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### **How do I register?**

Registrations are completed online. To register for a current program, visit [www.cbapd.org/national](http://www.cbapd.org/national).

Registration for the latest *Skilled Lawyer Series* can be purchased by [clicking here](#).

### **CBA offers a number of webinar series, can I create my own package?**

This is not possible at this time. You would need to purchase the entire series or register for each of the programs individually.

### **If I am purchasing a series of programs and one program has already taken place, can I still access all of the programs?**

After a live event, a link to the On Demand version of the program will be sent to you. You can watch the programs when you like, as often as you like. If you register for a package after some live events have already taken place, you will be provided with the On Demand versions of past presentations and access instructions for the remaining upcoming live presentations.

### **Several people in my firm are interested in a program. How do we register?**

There are special rates available for 13 or more CBA members within the same organization. Please contact us at [pd@cba.org](mailto:pd@cba.org) to discuss group rates.

## ➤ On Demand Programming

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### **If I register for the live event, will I receive the On Demand recording as well?**

Yes, each registrant will receive a copy of the On Demand program 5-10 business days after the event date.

### **Can I just buy the On Demand program instead of registering?**

On Demand programs are available for purchase after the live program. Certain series are only offered for a limited time.

### **Can I share an On Demand program that I have purchased with a friend or colleague?**

On Demand programs are provided for the sole use of the purchaser and may not be copied, reproduced, uploaded, posted, publicly displayed, translated, distributed, shared, modified, made available on a network or other website, used to create derivative works, or transmitted in any form or by any means whatsoever without the prior express written permission of the Canadian Bar Association.

## ➤ Accreditation

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### **I live in a jurisdiction with mandatory continuing professional development (MCPD) requirements. Do these programs count? What about recordings?**

For information regarding a program's accreditation, click on the "accreditation tab" on the program webpage. It is also a good idea to consult your law society for specific rules on viewing program recordings.

### **I live in Quebec and need an attestation form for each program I attend. How do I get it?**

Attestation forms will be emailed following the program. Please note that if your organization purchased a boardroom registration, CBA requires a list of participants in order to provide individual attestation forms.

### **I live in a jurisdiction with an ethics, professional responsibility and/or practice management (EPPM) requirement. Do these programs qualify?**

Please consult the "Accreditation" tab on each program registration page for information regarding EPPM content.

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## ➤ Accessing the presentation & materials

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### How do I access the presentation?

Upon registration, you will be emailed your registration confirmation, which will contain a link and full access instructions. You can enter these instructions into your calendar manually or click on the **“Add to your Outlook Calendar”** at the top of your receipt if you are using this software.

### Do I need any special computer equipment?

All you need is a computer with high-speed internet access. We recommend using headphones for optimal audio output.

To test your connectivity, please [click here](#).

If you have any technical questions about your system in relation to a program, please contact 1-800-267-8860.

### I don't see anyone on screen?

There are no “faces” on screen. You should be seeing a PowerPoint on the main conferencing screen.

### Can I get materials prior to the session?

A reminder message will be e-mailed the day before the session to all registrants with access details for the presentation as well as copies of the PowerPoint slides and other speaker materials (if applicable).

## ➤ Payment

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### How do I pay?

You can pay when you register using a credit card (Visa, MasterCard, or American Express).

### How do I get a receipt for my payment?

Receipts will be emailed following the program registration.

### Are there student rates available for these programs?

While we do offer student pricing for our PD conferences, the live online PD programs are already being offered at a value-added rate. We believe that registrants are getting excellent value for the cost of registration, including:

- i. A live online presentation, delivered by an expert speaker;
- ii. A cohesive PowerPoint presentation; and
- iii. The opportunity to interact with, and ask questions of, the speaker.

## ➤ Cancellation Policy

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If you have registered for a program and are unable to attend, a complimentary On Demand version of the session will be sent to you via email after the live presentation. If you would like to cancel your registration and request a refund, please note that a 20% administrative charge will apply. Refunds will only be available up to 7 days prior to the live program date.

## ➤ Feedback

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### I'd like to share my thoughts on a program or CBA PD in general. Where can I send my comments?

Evaluation forms will be sent following each program. Additionally, we welcome your feedback at [pd@cba.org](mailto:pd@cba.org) or 1-800-267-8860.