



AIPLA Online Programs  
Perfecting the Tasks Associated with Patent Preparation and Filing  
Wednesday, July 8, 2020

# CLE Processing Information for Multiple Attendee Sites

In response to Covid-19, AIPLA has put in-place a new process for Multiple Attendee Site registrations that allows each site registrant to participate in the webinar independently. Please follow the steps below to ensure that each attendee receives their own unique webinar login link and CLE credit.

## Step 1:

**The primary registrant for each multi-attendee site must submit their attendee roster 48 hours prior to the webinar to receive individual logins for their site members.**

- ✓ Email the completed roster to [cle@aipla.org](mailto:cle@aipla.org) no less than 48 hours before webinar start to ensure individual webinar access.
- ✓ Include subject line: 7/8/20

## Step 2:

**Each ATTENDEE must complete a webinar survey after the webinar to receive CLE.**

- ✓ A survey link will be provided to all site attendees after the webinar completion
- ✓ Each attendee must complete their own survey in order to receive CLE

**PLEASE NOTE:** The webinar survey will close on Monday, July 13, 2020. All surveys must be completed by this date to receive CLE.

## Multiple Attendee Site Roster

### INSTRUCTIONS:

- Please type or print clearly
- Complete and return this form to [cle@aipla.org](mailto:cle@aipla.org), subject line, 7/8/2020 **by Monday, July 13, 2020.**
- Each attendee will be sent a link to the mandatory event survey required for CLE processing

Original Registrant: \_\_\_\_\_

Contact/Site Administrator (person who is helping to coordinate): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Attorney's Name	State & Bar Number	Signature	Email
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

**Attendance must be submitted on this form to be accepted.**  
**Please contact us at 703-412-1312 with any questions.**

## Attendance Roster – Page 2

Please type or print clearly. Names and Bar Numbers Must Be Legible.

Attorney's Name	State & Bar Number	Signature	Email
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____
21. _____	_____	_____	_____
22. _____	_____	_____	_____
23. _____	_____	_____	_____
24. _____	_____	_____	_____
25. _____	_____	_____	_____