



MARQUETTE UNIVERSITY

Marquette Volunteer Legal Clinic

MVLC BROWN BAG CLE SERIES

IMPORTANT INSTRUCTIONS FOR CONFIRMING ONLINE ATTENDANCE

Attorneys seeking CLE credits and law students seeking Pro Bono Society credit can verify their attendance by listening for the attendance code, which will be read during the course of the presentation. **The code will typically be read in two to three parts at random times during the presentation.** After the presentation, you may go to our [Online Attendance Form](#) to register your attendance and include all the codes for verification. There is one field in the form where you will enter all parts of the code (not separate fields for each part of the code). **Regrettably, failure to submit all parts of the attendance code will result in your name not being submitted for CLE/Pro Bono Society credit.**

We are only able to submit names for CLE or Pro Bono credit for those attendees who attend the live version of the online presentation and as such, your attendance codes must be submitted immediately after the end of the presentation.

POSSIBLE EXCEPTIONS:

Technical difficulties: If you have technical difficulties that you believe may have caused you to miss an attendance code, please do the following **as soon as possible**:

1. Email mulawtech@marquette.edu to resolve the technical difficulty.
2. Email kathryn.mayer@marquette.edu as soon as the technical difficulty is resolved to find out if you have missed a code. She will respond as quickly as possible, but is sometimes not immediately available while the training is in session.

Late end of presentation: On rare occasions, a speaker may speak a few minutes after the scheduled end of the presentation. If this occurs, we ask that you continue listening (just as the members of our in-person audience do) until the speaker finishes, as the final code is often read at the very end of the presentation. If, because of scheduling issues, it is **impossible** for you to finish listening past the scheduled end of the presentation, email kathryn.mayer@marquette.edu with the following information:

1. That you needed to stop listening exactly at the scheduled end; and
2. What the speaker was discussing at the time you needed to sign off.