

How to Conduct a

## **CPD ROUNDTABLE**

CPD Roundtable enables Members to decide where and when to discuss and learn about legal issues of their choice. Members can choose what to learn, where, and how.



 $\label{lem:condition} Email\ cpd@malaysian bar.org. my\ with\ the\ following\ information:$ 

Date of event • Venue • Time • Content •

Proposed invitees •



We will acknowledge receipt of the information by email. - -

The organiser, whom we call the "Curator", will be responsible to confirm the event details with us and provide the following:



- List of attendees with full names and Bar Council membership number or NRIC number (attendees must sign in and sign out with time stated); and
- Minutes of the event (containing matters of discussion and persons involved). •

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We will then provide the Curator with the CPD code and confirm the CPD points that each attendee will receive.

The general rule is one CPD point per 60 minutes.



How to Submit Articles through

## CPD LEGAL CRAFT

CPD Legal Craft allows Members who have had their articles published in recognised publications to collect CPD points. One CPD point is awarded per 500 words. The guidelines for this are as follows:



Articles published in books, journals, newspapers, blogs, websites or any other written platforms (either print copy or electronic format) that are approved by Bar Council, and are subject to the following:

- The article comprises substantial legal content; and
- The article is written and published for the purposes of legal, professional or community development.

## **CPD FORMULA**

The CPD points for this activity are only claimable during the CPD cycle when the publication is released for the first time.

## TO CLAIM CPD POINTS FOR PUBLICATION OF ARTICLES

Please send us the following information:

- Title of publication
- Title of the article
- Date of publication
- Name of author(s)
- Word count excluding headings, subheadings and footnotes