

Iowa Law School

Continuing Legal Education

Sponsored by the University of Iowa College of Law

GENERAL CLE PROGRAM INFORMATION

REGISTERING ON LINE

- You can register on line for all University of Iowa College of Law CLE programs at www.law.uiowa.edu/cle/alumni/2009.php.

REGISTRATION / CONFIRMATION

- Confirmation of your CLE program registration will be emailed to you.
- The College of Law cannot guarantee there will be hotel accommodations or football tickets available once your registration is received. All requests are based on a first-come-first-served.
- If you requested hotel accommodations and/or football tickets registering on line and the confirmation does not include your request(s), there are no hotel rooms available and football tickets are sold out.
- Send an email to Carolyn-tappan@uiowa.edu if you would like to be put on a wait list for either hotel accommodations or football tickets.
- Walk-in registrations the day of the program are always welcome.

HOTEL RESERVATIONS

- The College of Law has a block of rooms reserved at the Iowa House.
- Upon receiving your CLE registration, your hotel request will be sent to the Iowa House. Once you receive confirmation from the Iowa House you can call and check on your reservation at 319-335-3513.
- The Iowa House will only accept hotel reservations for CLE registrations from the College of Law staff.
- Hotels have a one month prior mandatory release date. If you do not request hotel accommodations one month prior to the program date it is unlikely that hotel rooms will be available.
- Registrants are responsible for paying for their hotel accommodations directly with the Iowa House.
- If you cancel your registration for a CLE program your hotel accommodations will be cancelled as well.

FOOTBALL TICKETS

- If you requested football tickets when registering on line and the confirmation does not include your request, this indicates that football tickets are sold out for the requested game.
- Football ticket requests are not guaranteed until payment is received and processed.
- Tickets will be distributed when you register the day of the CLE program.
- Your signature is required verifying that you paid for and you received the tickets that you purchased.
- Tickets will not be mailed in advance.
- If you cancel your registration for a CLE program, the College of Law reserves the right to refund your football tickets based upon ticket demand.
- Due to the high demand for particular football games, the College of Law reserves the right to limit the number of tickets purchased per household to two (2).

CANCELLATIONS

- If registrations are canceled by 8:00 am the Wednesday before the program, you will receive a full refund of the registration fee. No refunds will be made after that date and course materials will be sent to registrants canceling after the refund deadline.
- The College of Law reserves the right to refund football tickets when program registrations are canceled based on the high demand for Iowa home football game tickets.
- Hotel accommodations will be canceled when a CLE program registration is canceled.

PARKING

- There is a parking ramp on the east side of the street across from the Iowa Memorial Union. For other parking locations on the campus at The University of Iowa, you should go to <http://www.uiowa.edu/~maps/parking/midrvr.htm>.
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MAPS

- Maps of the University of Iowa campus are available at <http://www.uiowa.edu/homepage/hub/tours.html>.

MANDATORY CONTINUING LEGAL EDUCATION

- Due to budget constraints the College of Law does not request CLE credit approval in other states except Iowa.

CLE MAILINGS

- The University of Iowa College of Law CLE program is preparing an email list for CLE program notifications. This list will not be shared or used by anyone else. If you would like to receive CLE program notifications via email, please send an email to carolyn-tappan@uiowa.edu. In the subject line type - email me CLE info.
- The College of Law receives their mailing list from the Iowa State Bar Association. If you receive a CLE brochure from the University of Iowa College of Law and need to change your mailing address, please contact the Iowa State Bar Association.