

ACBA PROGRAM PROPOSAL FORM

Please complete this ACBA Program Proposal form so that the CLE Department can prepare for your seminar. For a CLE program, this form MUST be submitted no fewer than sixty (60) days prior to the proposed program presentation date. For a Skills Training or Lunch-n-Learn program, this form MUST be submitted no fewer than forty-five (45) days prior to the proposed program presentation date.

Submit the Program Proposal to Hannah Brizzi at hbrizzi@acba.org.

If there are questions as to whether the subject matter to be presented will qualify for CLE credit, the ACBA must have detailed information about the contents of the program at least sixty (60) days in advance of the program so that the PA CLE Board can be given the information to review to determine if the program will qualify for Pennsylvania CLE credit.

Program Planner's Name: _____

Address: _____

Phone: _____ Email: _____

Presenting Group(s): _____

Program Title: _____

Program Date: _____ Delivery Method (select one): In-person Location: _____ Webinar (Zoom)

Program Type (please select one): CLE Program Lunch-n-Learn (no CLE credit) Skills Training (no CLE credit)

Apply this program to the Committee, Section, Division CLE requirement: Yes No

Length of Program: _____ If CLE, Number of Substantive Hours: _____ Number of Ethics Hours: _____

Start Time: _____ End Time: _____ Time of Breaks: _____ a.m. / _____ p.m

(Registration will open ½ hour before program start time.)

BROCHURE INFORMATION

Please provide a brief description of program. Information may be provided in one paragraph or in bullet points. In addition to the program description, please list 5 major content areas that will be covered during the program and share the main reasons why those individuals should attend the program.

Please provide a full list of panelists/moderators. For each speaker, please include a brief bio using the below template. Do not attach bios from firm websites, etc. Use additional sheets if necessary.

Speaker 1:

_____ is a _____ with _____. They would like CLE
(Full Name) (Title) (Firm or Organization)
credit for this presentation. _____ Email Address: _____
(PA Attorney ID#) (WV Attorney ID#)

Speaker 2:

_____ is a _____ with _____. They would like CLE
(Full Name) (Title) (Firm or Organization)
credit for this presentation. _____ Email Address: _____
(PA Attorney ID#) (WV Attorney ID#)

Speaker 3:

_____ is a _____ with _____. They would like CLE
(Full Name) (Title) (Firm or Organization)
credit for this presentation. _____ Email Address: _____
(PA Attorney ID#) (WV Attorney ID#)

Speaker 4:

_____ is a _____ with _____. They would like CLE
(Full Name) (Title) (Firm or Organization)
credit for this presentation. _____ Email Address: _____
(PA Attorney ID#) (WV Attorney ID#)

Speaker 5:

_____ is a _____ with _____. They would like CLE
(Full Name) (Title) (Firm or Organization)
credit for this presentation. _____ Email Address: _____
(PA Attorney ID#) (WV Attorney ID#)

Speaker 6:

_____ is a _____ with _____. They would like CLE
(Full Name) (Title) (Firm or Organization)
credit for this presentation. _____ Email Address: _____
(PA Attorney ID#) (WV Attorney ID#)

Moderator:

_____ is a _____ with _____. They would like CLE
(Full Name) (Title) (Firm or Organization)
credit for this presentation. _____ Email Address: _____
(PA Attorney ID#) (WV Attorney ID#)

WRITTEN MATERIALS

For CLEs the PA CLE Guidelines require the use of written materials for all seminars. The ACBA suggests you provide at least 25-30 pages per credit hour; a PowerPoint deck is acceptable. Company/firm logos are not permitted throughout a PowerPoint presentation or supplemental handouts. Presenters are permitted one slide/page at the end of their materials that includes their contact information/logo.

Materials must be submitted to the CLE department five (5) business days prior to the program date. The Program Planner is responsible for collecting all written materials and then emailing a complete set of materials to the CLE Department for distribution. They can be sent via email to hbrizzi@acba.org. Materials will not be printed. They will be distributed electronically to all program attendees at least 24 hours in advance of the program.

For Lunch-n-Learns and Skills Trainings, there are no requirements for written materials. You should provide at least a 1-page outline, no more than 30 pages per hour.

PROGRAM DETAILS

Which Committee/Division/Sections do you believe would benefit from this program?

All CLE programs will be advertised, free of charge, in the Lawyers Journal (space and time permitting), in the e-newsletter the "Sidebar," by social media channels, the ACBA website and/or by email notifications. The ACBA will determine when and if brochures should be printed or emailed. Please note that your likeness and/or course material may be used to promote the program. The CLE Department will work with the Communications/Publications Department, which will use their professional knowledge to make decisions on brochure design. Note that the program title and/or description may be edited by the ACBA for marketing purposes.

If there is need for any audio/visual equipment, please indicate below. (Audio/Visual prices vary by location, contact ACBA for pricing. Please note there is no charge for a projector, screen or microphones in the Koppers Conference Center.)

- Projector Laptop Laptop w/sound Screen DVD Player Microphones

If there are any special arrangements necessary for this seminar, please outline below (i.e. room setup, etc.): _____

Speaker's Release of Audio-Visual Rights

The speakers authorize the recording of this program. Yes No

(Please confirm with all speakers before selecting yes)

By checking 'yes' above, the speakers assign to the ACBA all rights, title and interest, including copyrights, which they may have in any audio or video recording of the above program, and authorize the ACBA to edit, reproduce, sell, lease, license to a third party, exhibit, broadcast and distribute that recording as a part of its continuing legal education function, in any medium now in existence or which may be developed in the future. Checking 'yes' also grants to the ACBA the right and permission to use and publish their photographed or videotaped likeness to promote the above-listed CLE and/or ACBA CLE programming in general. The undersigned waives any right they may have to approve the ACBA's use of their likeness. The undersigned releases the ACBA from all claims of libel, slander, invasion of privacy, infringement of copyright or right of publicity, or any other claim relating to their likeness. This release includes without limitation any claims relating to blurring, distortion, optical illusion, and/or digital alteration.

For CLEs – Attendance fees will be determined based on CLE credit hour(s) and the type of food selected. Please note that a typical CLE credit hour is \$35.00. (If you have any questions regarding pricing or food selection, please contact the ACBA):

	Webinar or <input type="checkbox"/> No Food	<input type="checkbox"/> Pizza	<input type="checkbox"/> Deli	<input type="checkbox"/> Hot Buffet
ACBA Member	\$35.00	\$40.00	\$45.00	\$55.00
Non-Member	\$60.00	\$65.00	\$60.00	\$80.00
Student Members	Free	Free	Free	Free
Student Non-Members	\$10.00	\$10.00	\$10.00	\$10.00

For Lunch-n-Learns and Skills Trainings ONLY:

Will there be a charge for this program? Yes No If so, how Much? \$ _____

Would you like to offer food? Pizza (\$5 per person) Deli (\$10 per person) No Food

If offering food, will the Committee/Division/Section be underwriting the cost of food? Yes No

If subsidizing a partial amount, please indicate amount: \$ _____

If the Committee/Division/Section is **NOT** underwriting the cost of food, the per person amounts indicated above will be added to the registration fee.

Sponsorship:

Do you plan to solicit sponsorships for the event? Yes No

If so, who are you interested in solicitation? *(Note that potential sponsor must be approved by the ACBA before the sponsorship request can be made):* _____

The ACBA generally does not pay any speakers for their services. In special circumstances, some speakers may be paid, and certain expenses will be reimbursed such as hotel and travel. All such matters must be discussed with and approved by the CLE Department PRIOR to any commitment to speakers. These costs will be reflected in the registration fee of the program. ACBA reserves the right to set all registration fees for all programs.

In addition, all arrangements will be made including physical set-up of room, specified equipment and food and beverage when appropriate or unless otherwise stipulated by you. If you have any questions, please do not hesitate to contact Hannah Brizzi, hbrizzi@acba.org or 412-402-6614.

Application revised 9/15/21