

**ALLEGHENY COUNTY  
BAR ASSOCIATION  
PROGRAM PROPOSAL FORM**

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

**Submit the Program Proposal to Holly Bedford, ACBA CLE and Program Manager, at [hbedford@acba.org](mailto:hbedford@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  Non-CLE Seminar (no CLE credit)

Apply this program to the Committee/Division/Section 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.)

**\*\*\* NOTE: The ACBA will submit CLE credits within 72 hours of the conclusion of the program, but it may take the PA CLE Board up to 45 days to post.**

**BROCHURE INFORMATION**

Please provide a brief description of program (150 words or less). 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. This information will be used to develop marketing materials for the CLE. Please note that the ACBA may edit the content for stylistic and/or marketing purposes. For the full ACBA Event Marketing Policy, visit [www.ACBA.org/BrandBook](http://www.ACBA.org/BrandBook).

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. Please submit a headshot for each speaker.

### ACBA Diverse Panel Policy

The ACBA strives to incorporate diversity and inclusion into all programming. Every effort should be made to ensure the panel for all CLE programs includes presenters of various gender identities and expressions, races, ethnicities, disabilities and sexual orientations. You can include into your panel an expert who does not necessarily have to be a lawyer. Should a cancellation of a diverse presenter occur, it is suggested that they be replaced with another diverse panel member. If your program will incorporate **three or more speakers** and you are having trouble securing diverse speakers, please contact Mary Ann Fiorilli, the ACBA's Director of Membership, CLE and Events at [mfiorilli@acba.org](mailto:mfiorilli@acba.org) or 412-402-6610 who can assist you with this process.

Yes, my panel is diverse/inclusive.  No, my panel does not include diverse/inclusive presenters and I need assistance from the ACBA.

#### Speaker 1:

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

#### Speaker 3:

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

#### Speaker 5:

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

## 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 [hbedford@acba.org](mailto:hbedford@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 Non-CLE Seminars 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

The ACBA will market the program to all members via the Sunday CLE-Blast, Lawyers Journal newspaper on Social Media. For certain programs, the ACBA also will send targeted emails to specific Committees, Divisions and Sections. 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 speaker(s) 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 the CLE per credit hour(s) and the type of food selected. Please note that a typical CLE per credit hour is \$40.00. (If you have any questions regarding pricing or food selection, please contact the ACBA):**

	<input type="checkbox"/> No Food/Webinar	<input type="checkbox"/> Pizza	<input type="checkbox"/> Deli	<input type="checkbox"/> Hot Buffet
Comm/Div/Section Member	\$35.00	\$40.00	\$45.00	\$60.00
ACBA Member	\$40.00	\$45.00	\$50.00	\$65.00
Non-Member	\$65.00	\$70.00	\$75.00	\$85.00
Student Members	Free	Free	Free	Free
Student Non-Members	\$15.00	\$15.00	\$15.00	\$15.00

**Optional Post-CLE Receptions:**

Post- CLE receptions/happy hour/social events will be considered for certain in-person CLEs. These events must be approved in advanced by the ACBA and are subject to availability, based on other events that may already be scheduled on the ACBA master calendar. These events will be organized by the ACBA Membership and CLE Department, in conjunction with the presenting Committee, Division or Section

Event Budget \_\_\_\_\_

Will the Committee/Division/Section be underwriting the cost of food?  Yes  No

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

Do you plan to solicit sponsors?  Yes  No If yes, who are you interested in soliciting? \_\_\_\_\_

\*\*\* NOTE: Potential sponsors **MUST** be approved by the ACBA before the sponsorship request can be made. To see the full ACBA Sponsorship policy, visit [www.ACBA.org/BrandBook](http://www.ACBA.org/BrandBook).)

\*\*\* NOTE: if the Committee/Division/Section is **NOT** underwriting the cost of food and/or there is no event sponsor, the cost will be added to the price of the CLE.

**For Non-CLE Seminars ONLY:**

Will there be a charge for this program?  Yes  No If so, how much \$ \_\_\_\_\_ (The ACBA suggests a \$5.00 minimum fee for Non-CLE Seminar programs)

If In-Person, do you plan to offer food?  Pizza (\$5 additionally per person)  Deli (\$10 additionally 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: \$ \_\_\_\_\_

\*\*\* NOTE: If the Committee/Division/Section is **NOT** underwriting the cost of food, the per person amounts indicated above will be added to your stated fee for the program. (For example, \$5 program fee for registrant plus pizza, would mean a cost of \$10 for registrants)

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 **Holly Bedford, ACBA CLE and Program Manager, at [hbedford@acba.org](mailto:hbedford@acba.org)**.

*Revised 9/8/23.*