

**GENERAL GUIDELINES**

The 2015 Call for Programs requires complete program descriptions and titles, program chair, moderator, and speaker contact information in order to submit. The guidelines below will aid you in collecting the relevant information before you begin the submission process.

**SUBMISSION RESOURCES**

[Sample speaker invitation letter](#)

[2014 CLE Programs](#)

**SUBMISSION FORM**

The following topics are required as part of the submission form. Please make sure that you have complete information before submitting.

**1. Program Chair**

- a. Identify a Program Chair (who could, but need not, be the moderator) who will commit to managing the program should the program be selected. The Program Chair will be responsible for meeting all deadlines and coordinating communication between NAPABA and the program's speakers.

**2. Moderator**

- a. Consider strong moderators who have expertise in the subject of the panel
- b. Moderators should not dominate the discussion, but should keep the programs directed, lively, and interesting within a 75-minute time period.

**3. Title**

**4. Subject matter**

- a. (e.g., intellectual property, international trade, women, diversity, etc.)

**5. Program Description**

- a. Limited to 750 characters
- b. Use enticing and creative language as this description will be used in the Printed Program

**6. Continuing Legal Education (CLE) Accreditation**

- a. Identify if you will be seeking specialty credits (e.g., ethics, elimination of bias, substance abuse)

**7. Speaker Information\***

- a. (3) speakers are required for each panel and a maximum of (4) speakers is permitted. This does not include the moderator.
- b. Provide Name, Degree, Title, Company, Address, Email Address and Phone Number for each speaker

- c. Include a (maximum 1000 character) short biography to be used in the printed program
- d. Indicate if the speaker has been invited or confirmed
- e. Speakers should offer perspectives from diverse or underrepresented groups, including, but not limited to, ethnicity, gender, sexual orientation, geography
- f. Showcase experts who have not appeared as panelists in past NAPABA Conventions
- g. A confirmed speaker may not speak on more than one panel/program

\* NAPABA may exercise discretion to add or substitute speakers.

### 8. Sponsorship

- a. We encourage you to identify a potential law firm or corporate sponsors for the panel. However, not identifying a potential sponsor will NOT adversely affect the likelihood that your proposal will be selected.

### TIMELINE\*

- Program proposals due: **April 12, 2015**
- Notification to program chairs: **May 8, 2015**
- Speaker release form/bios due: **June 30, 2015**
- Required materials (timed agenda and specialty credit information) for CLE accreditation due: **July 31, 2015**
- Course materials due: **August 31, 2015**

\*Late/incomplete submissions will not be accepted. If materials are not received by the CLE deadlines, NAPABA will NOT seek CLE credit for the program/panel.

### SUBMIT NOW

1. Submit your program proposal online [here](#). **You must fill out all required information in order to submit.**

2. After you push the submit button, you will be taken to a screen that confirms your submission. Click "Edit your response" if you wish to modify your submission prior to the deadline. Please screen shots below for specific instructions.

## 2015 NAPABA Convention - Call for Programs

Thank you for submitting a program proposal! Please click "Edit your response" and bookmark the link if you wish to make future edits to your proposal.

[Edit your response](#)  
[Submit another response](#)

3. Bookmark the url if you wish to make any edits to your submission before the deadline.



[https://docs.google.com/forms/d/1SkKhMVnK8EbSligzE6tRdiO7asyUoxvQ9NSEz0llR8A/viewform?edit2=2\\_](https://docs.google.com/forms/d/1SkKhMVnK8EbSligzE6tRdiO7asyUoxvQ9NSEz0llR8A/viewform?edit2=2_)

You are editing your previous response.

Be careful when sharing the URL of this page, because it will allow others to also edit your response.

[Fill out a new response.](#)