



The New York State Dispute Resolution Association

2017 NYSDRA CONFERENCE PROPOSAL SUBMISSION FORM

Kindly return by July 15, 2017

Contact Information: _____

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Cell: _____

Email: _____

Please include contact information for any additional co-presenters at the end of this form.

Provide presenter biography/ies in **150 words** or less:

What is the proposed title of your session?

Provide a brief description of your session in **150 words** or less:

Choose your proposed session length:

- 60 minutes
- 90 minutes

Choose your session type. Check all that apply:

- Panel/Lecture (lecture with visuals, video presentations, demonstration, etc.)
- Interactive Presentation (role plays, facilitated discussions, audience polls, etc.)
- Workshop (small or large group activities, simulations, moderated panel discussions, etc.)
- Circle Work
- Other

If you selected "Other" for session type, please explain:

List 1-3 learning objective(s) (i.e., new skills or strategies) that participants will gain as a direct result of participating in your session:

Is your session eligible for Continuing Legal Education (CLE) credit? Please note that NYSDRA is a CLE Accredited Provider, therefore, if the primary presenter is a practicing attorney you can promote your session for CLE credit. All CLE eligible sessions must provide **thorough handouts with full legal citations** where appropriate and a **timed agenda** as required by the NYS CLE Board.

For more information about CLE requirements, [click here](#).

- Yes
- No

Unsure

Identify the category of CLE credit your session will primarily provide. Check all that apply:

- Ethics and Professionalism
- Skills
- Law Practice Management
- Areas of Professional Practice

Would you be willing to provide a duplicate session during the conference if the opportunity arises?

- Yes
- No

Select your preferred room setup. The NYSDRA and conference venue staff will do their best to accommodate your request.

- Theater: Rows of chairs, no tables
- Classroom: Rows of chairs behind long tables
- Crescent Rounds: Round tables with chairs on the forward-facing half
- Circle: Tables pushed to the side with chairs in a circle, facing inward
- Doesn't matter

Select your requested audio/visual needs. The NYSDRA and conference venue staff will do their best to accommodate your request. Check all that apply:

Complimentary wireless internet access will be available in all meeting rooms and throughout the hotel.

- Laptop
- LCD Projector / Screen
- Flip Chart / Markers
- Speakers
- Podium
- Other

If you selected "Other" for audio/visual needs, please explain:

Is there any other information you would like to submit with your proposal?