



2018 Call for Programs Submission Policies and Guidelines

NAPABA is seeking program submissions that deepen our members’ learning and forge bonds through teamwork, lively discussions, and gamification for the 2018 NAPABA Convention taking place at the Sheraton Grand Chicago in Chicago, IL from Nov. 8-11.

Before submitting a proposal, all prospective moderators and speakers must review this document. Failure to read and understand our policies and guidelines could result in the rejection of your submission.

By submitting a proposal, you and your speakers agree to adhere to all submission policies and guidelines set forth by NAPABA.

PROGRAM SUBMISSION TIMELINE	
Program proposals due:	March 26, 2018, 8 p.m. ET
Notifications to primary contacts:	No later than May 31, 2018
Speaker release forms due:	August 31, 2018, 5 p.m. ET
CLE Written materials due:	August 31, 2018, 5 p.m. ET

TABLE OF CONTENTS

OVERVIEW	1
I. SUBMISSION PROCESS.....	1
II. TIME RESTRICTIONS.....	1
III. SCHEDULING.....	1
CLE PROGRAM ROLES AND LOGISTICS	1
I. PRIMARY CONTACT	1
II. MODERATOR (optional)	1
III. SPEAKERS.....	2
IV. MODERATOR AND SPEAKER LIMITS	2
V. TRAVEL, SCHOLARSHIP, AND REGISTRATION	2
SELECTION CRITERIA.....	2
I. TITLE	2
II. DESCRIPTION	3
III. TOPIC	3
IV. SPEAKER DIVERSITY	3
V. SPEAKER EXPERTISE.....	3
VI. GRAMMAR AND SPELLING	3
VII. INTERACTIVITY AND ENGAGEMENT	3
MODEL SUBMISSION	4
AFTER YOUR PROGRAM IS ACCEPTED	5
I. CONNECT WITH YOUR CLE COMMITTEE LIAISON	5
II. CONFIRM YOUR SPEAKERS.....	5
III. SPEAKER RELEASE FORM	5
IV. CONTINUING LEGAL EDUCATION	5
CLE COMMITTEE	6

★★★★ OVERVIEW ★★★★★

I. SUBMISSION PROCESS

All program submissions must be made through the Call for Programs website here: <https://www.cvent.com/c/abstracts/30622f18-d426-43e4-a7dc-02993ed304b4>. Submissions sent through other channels will not be considered. Late submissions will not be considered. The deadline to submit a proposal is March 26 at 8 p.m. ET.

II. TIME RESTRICTIONS

All programs are scheduled for 75 minutes and must include a Q&A portion at the end of the program. Moderators and speakers are expected to show up 10 minutes prior to their scheduled start time for set-up and any prep. Programs must end on time to give the next program speakers ample time to set up for their program.

III. SCHEDULING

Programs are scheduled according to several criteria and factors. For this reason, we do not take requests for when to schedule programs nor will we make any exceptions once a program is accepted for any reason, including to accommodate travel arrangements.

We will attempt to schedule each program in an appropriately-sized room based on factors such as historic attendance for similar programs.

★★★★ CLE PROGRAM ROLES AND LOGISTICS ★★★★★

I. PRIMARY CONTACT

Identify a primary contact who will commit to managing the program should your submission be accepted. All communication between NAPABA and accepted programs will be through the primary contact. The primary contact will be responsible for overall management of your program including, but not limited to, gathering materials for Continuing Legal Education (CLE) accreditation, sharing information with your moderator and speakers, and ensuring your moderator and speakers are kept up to date with deadlines. **The primary contact must have subject matter knowledge of the submission and may participate as a moderator or speaker on the program.**

II. MODERATOR (optional)

Consider identifying a moderator for your program. A good moderator is a subject matter expert that stays neutral and encourages a balanced view of the topic, manages the speakers and controls the audience, can think quickly on their feet and expect the unexpected. Moderators should not dominate the discussion, but should keep the program directed, lively, and interesting. Consider strong moderators who have expertise in the subject of your program. The format of your program may not require a moderator; however, a speaker should not serve as moderator. **Moderators should not serve as speakers in their program; instead, they should focus on the importance of managing the conversation.**

III. SPEAKERS

Speakers should offer subject matter expert perspectives from diverse or underrepresented groups, such as, but not limited to, ethnicity, gender, sexual orientation, and geography.

An individual may be listed in any number of submissions; however, an individual, regardless of role, may present in no more than one Convention program. Please be realistic with respect to your proposed speakers and discuss the program with them in advance; acceptance of your program submission may be contingent on the speaker(s) you have proposed. NAPABA may exercise discretion to add, remove, or substitute speakers.

IV. MODERATOR AND SPEAKER LIMITS

The number of moderator and speakers listed in the submission should reflect the needs of the format of your program. For all programs, a maximum of five individuals are permitted. NAPABA may exercise discretion to add, remove, or substitute speakers.

V. TRAVEL, SCHOLARSHIP, AND REGISTRATION

All program speakers (including moderators) are required to register for the 2018 NAPABA Convention. Moderators and speakers who can only attend the day of their speaking engagement may register for a complimentary one day only speaker pass, which does not include any meals; meals must be purchased separately in advance of the Convention. Should a moderator or speaker wish to attend the entire Convention, the cost associated with attending the Convention, including registration, is the responsibility of the individual. NAPABA will not provide reimbursements, registration discounts, or honoraria to any moderator or speaker presenting at the Convention.

NAPABA offers a scholarship to defray the cost of Convention. We encourage all moderators and speakers to apply for a Convention scholarship (opening in June 2018). Convention scholarships will be awarded in the form of a reimbursement and may be used towards Convention registration, airfare/train/bus transportation, lodging, and ground transportation from/to airport and Convention hotel (or overflow hotels, if necessary).

Early bird registration opens June 15, 2018 and will end on August 24, 2018 at 8 p.m. EDT. Online registration will remain open at the advance rate until October 19, 2018 at 8 p.m. EDT. Registration will re-open onsite at the Sheraton Grand Chicago on November 8, 2018 and onsite rates will be in effect.

★★★★ SELECTION CRITERIA ★★★★★

Upon submission of a proposal, the program should be fully fleshed out and your moderator and speakers should be near finalized; confirmed speakers will be taken into consideration versus invited speakers. Submissions that are not thoroughly planned out may be rejected. Listed below are some of the key selection criteria that our CLE Committee considers in evaluating submissions.

I. TITLE

The title of the program should be short and to the point, but creative, and align with the description. The title should be print-ready as it will be printed in all program materials, published on our website, and available on our Convention App.

II. DESCRIPTION

Keep the description short (no more than 200 words) and to the point and aligned with the title. The description should be a print-ready narrative with NO BULLET POINTS! This description will be printed in all program materials, published on our website, and available on our Convention App. The aim of the description is to convince Convention attendees to attend your program and offer clear learning objectives.

III. TOPIC

The topic of the program should be substantive and relevant, tight and focused, reflect current issues and developments in law or concrete professional development, and present beyond a 101 level. Further, the topic should be of general interest to encourage wide attendance and be sufficiently specific for a 75-minute program.

IV. SPEAKER DIVERSITY

When selecting speakers, we encourage you to choose individuals from a variety of different backgrounds. We look for diversity including:

- Gender
- Practice area
- Professional background (private sector, public sector, non-profit, government, etc.)
- Firm or company
- Geography
- Race & ethnicity

A program that showcases a variety of professional and personal backgrounds will have a better chance of acceptance than a program whose speakers come from the same private law firm and work in the same practice area. Complete and accurate speaker biographies aid in evaluation.

V. SPEAKER EXPERTISE

Speakers should be knowledgeable of and provide a fresh perspective on the topic of the program. Speakers should also have public speaking experience.

VI. GRAMMAR AND SPELLING

Grammar and spelling mistakes may result in rejection of your submission. The submission reflects your program and mistakes may reflect poorly on the quality of your program with your potential audience. If your submission is accepted, your submission will be printed in all program materials as is. As such, NAPABA is not responsible for mistakes made in the title, description, names, and speaker biographies in our printed materials.

VII. INTERACTIVITY AND ENGAGEMENT

The format and delivery method of the program should allow the audience to achieve the stated learning objectives.

★★★★ MODEL SUBMISSION ★★★★★

The program below was submitted through the Call for Programs for the 2017 NAPABA Convention and was accepted by the CLE Committee. Here are the reasons why:

1. **Strong title.** The title reflects the content of the program. It reflects the importance of the topic and the tie to current events/the change legal landscape. It is creative.
2. **Compelling description on a tight and focused topic.** The description provides an overview of why the issue matters and how the practice environment has changed. It tells attendees the specific topics they can expect to hear about and does not attempt to address an overly broad issue. Attendees are informed they will walk away with actionable information they can use in their practice. The description is written to convey that the program would be interesting for those who practice in the field and those who are not in the field, but interested in the changes occurring in Washington.
3. **Diverse and experienced speakers.** The moderator and speakers are a balance of firm, government, in-house, and outside experts, as appropriate to the topic, and reflect demographic diversity. They are qualified speakers on the topic and can present fresh views on the issue.

TITLE: Uncle Sam (Still) Wants You: U.S. Buying Power under the New Washington and What It Means for Asia

SUBJECT MATTER: Corporate Transactions and Compliance

DESCRIPTION: The U.S. Government is the single largest purchaser in the entire world, projected to spend over \$4 trillion in FY 2017. U.S. spending and purchasing policies have enormous impacts on companies around the world, and offer enormous growth opportunities. Federal dollars also come with long strings and big sticks—even for companies that do not directly contract with the U.S. Government. These challenges are heightened during shifts in political leadership, and the Trump Administration and the 115th Congress has taken an aggressive and active role in shaping how federal dollars will be spent. How do campaign promises, tweets, and headlines translate into priorities in federal spending and enforcement?

Come hear from veteran practitioners from two Fortune 500 government contractors, a leading government contracts firm, and the U.S. Agency for International Development discuss recent developments in U.S. spending and ramifications for companies doing business throughout the world. Discussion topics will include (1) the U.S. military's "Pivot to Asia" and its status under the Trump Administration; (2) the increased emphasis on supply-chain management and what it means for suppliers in Asia; and (3) an overview of major compliance risks for international firms doing business with the government.

PRIMARY CONTACT: Noree Lee, Covington & Burling LLP

MODERATOR: Rosamond Lee, U.S. Department of Housing and Urban Development

SPEAKERS:

Jun Jin, U.S. Agency for International Development
Jade Totman, The Boeing Company
Noree Lee, Covington & Burling LLP
Eric Yeo, Booz Allen Hamilton Inc.

★★★★ **AFTER YOUR PROGRAM IS ACCEPTED** ★★★★★

I. CONNECT WITH YOUR CLE COMMITTEE LIAISON

After your program has been accepted, you will be assigned a CLE Committee liaison. He or she will guide you along the way as you prepare for the Convention and can provide any advice or recommendations on the content of your program. Your CLE Committee liaison will schedule at least 1-2 calls or meetings to discuss your program.

II. CONFIRM YOUR SPEAKERS

Notify your speakers of the acceptance and let them know the date and time of your program. Confirm any pending speakers with NAPABA as soon as possible. NAPABA prints all moderator and speaker information in our program materials if we receive it. You must provide NAPABA with the following information:

- a. Full name
 - b. Employer name
 - c. Title
 - d. Short biography
 - e. Educational degrees
 - f. Email address
 - g. Phone number
 - h. Social media handles (Facebook, Twitter) so we can tag you in our social media posts
- } This information will be published in the NAPABA Convention App and registration website.

III. SPEAKER RELEASE FORM

Each moderator and speaker must fill out and submit a speaker release form to NAPABA no later than **Friday, August 31, 2018 at 5 p.m. ET**. This form is available on the NAPABA website under “Speaker Resources”.

IV. CONTINUING LEGAL EDUCATION

All accepted programs **must apply** for Continuing Legal Education (CLE) credit unless prior authorization has been provided by Priya Purandare. NAPABA will file for CLE accreditation on behalf of all programs, but it is the responsibility of the accepted program to provide the required written materials for filing.

Written materials will be made accessible to attendees through the NAPABA website. NAPABA **will not** provide any printed materials for your program. If you wish to hand out written materials during your program, you must bring copies for the attendees. NAPABA will not be responsible for printing expenses.

WRITTEN MATERIALS CRITERIA

NAPABA complies with Virginia's course material rules as they are one of the most difficult jurisdictions for which to obtain CLE accreditation.

To comply with Virginia's CLE guidelines, at least a portion of the course materials for your program must be hand prepared by at least one person on your program. This does not mean that each member of your program must prepare something. The purpose of this rule is Virginia wants to know that as faculty, you actually thought about what you are providing to the attendees rather than throwing together some materials that may or may not be relevant to your topic. For instance, if you supply case

law, statutes, or references to articles, you should provide a brief statement (can be one to two sentences) as to why the items are relevant (or still current) to the topic of your program.

The use of a PowerPoint presentation will normally fulfill the written materials requirement so long as the PowerPoint is thorough (the presentation could be prepared by all of you or just one of you, but it must demonstrate that you and your speakers took an active role in the development of the course materials provided to attendees for your program).

Generally accepted examples of course materials:

- Current/relevant references to journal articles/books/case law - can provide a bibliography rather than the actual text with brief statement about its relevance to the topic (statement does not need to be lengthy but should convey why the materials referenced are relevant to the topic)
- Copy of thorough power point presentation (not just images)
- Sample policies/procedures/guidelines again with a brief statement about why relevant
- Scenarios/hypotheticals (with suggested resolutions)

CLE DEADLINE

All CLE materials are due to NAPABA no later than **Friday, August 31, 2018 by 5pm EDT.**

If you have any questions about continuing legal education, please email convention@napaba.org and copy cle@napaba.org.

★ ★ ★ ★ CLE COMMITTEE ★ ★ ★ ★

The CLE Committee consists of five NAPABA members and a NAPABA staffer. This committee reviews all submissions received through the Call for Programs and selects the final 35 programs for the NAPABA Convention. The committee uses the selection criteria listed on page four to make their final decisions.

Please direct any questions to the CLE Committee by emailing convention@napaba.org.