



Insider Tips from the CLE Committee

Presented by the CLE Committee

February 19, 2019

AGENDA



1. About the CLE Committee
2. Overview
3. Thursday Specialty Programming
4. Topics of Special Interest
5. Program Roles
6. Selection Criteria
7. Model Submission
8. Online Submission Process
9. After Your Program is Accepted
10. Registration
11. Q&A

About the 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 programs for the NAPABA Convention. The committee uses a selection criteria to make their final decisions.

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Email the CLE Committee at convention@napaba.org

Overview

- Visit the NAPABA Call for Programs page at www.napaba.org/19_CFP.
- **Submission Deadline: March 25, 2019 at 5 p.m. EDT. Late submissions will not be considered.**
- The CLE Committee will select 35 programs for the 2019 NAPABA Convention. Average submissions we receive each year is 120.
- All programs are scheduled for 75 minutes and must include a Q&A at the end of the session.

Thursday Specialty Programming

- Specialty programming will take place on Thursday, Nov. 7.
- NAPABA is also accepting submissions for the International Law Symposium and Solo & Small Firm Boot Camp through the Call for Programs.
- Women's Leadership Workshop is not seeking submissions; they are developing their own programming.
- Co-chairs of the specialty programs will be reviewing submissions submitted for their specialty programs.
- You must elect to submit your program for Thursday Specialty Programming or for general Friday and Saturday programming. Submissions submitted for Thursday specialty programming will not be considered for Friday or Saturday CLE programming.

Topics of Special Interest

We are committed to inclusivity and innovation and also need your help to expand the scope of submissions to include a broader range of topics of interest to our membership.

Feedback indicates attendees would like to hear more about the following, in addition to existing topics:

- Skills training focused on non-profit, government, and public interest lawyers.
- Integrating health and wellness concepts into your law practice.
- Rejecting the traditional lawyering paradigm and alternative career paths and other models of success.

Program Roles

- **PRIMARY CONTACT** | Responsible for all communication between your program and NAPABA and has subject matter knowledge of the submission.
- **MODERATOR (optional)** | Subject matter expert that stays neutral and encourages balanced view of topic, manages speakers and controls audience. Should focus on importance of managing the conversation and not serve as an additional speaker.
- **SPEAKERS** | Should offer subject matter expert perspectives from diverse or underrepresented groups.
- Max of 5 individuals permitted per program.



Selection Criteria

- **TITLE** | Short and to the point, but creative, and align with the description.
- **DESCRIPTION** | Must be 200 words or less. Should be print-ready narrative with no bullet points. The aim is to convince Convention attendees (and the CLE Committee) to attend your program and offer clear learning objectives. Give the audience something to take back to the office.
- **TOPIC** | 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.



Selection Criteria

- **CONFIRMED SPEAKERS** | The Committee will take into consideration confirmed speakers versus invited speakers.
- **SPEAKER DIVERSITY & EXPERTISE**
 - Gender
 - Practice area
 - Professional background
 - Geography
 - Race & ethnicity

Need help finding speakers? NAPABA has a speaker database! Email convention@napaba.org with your speaker requirements and we will help you find suitable speakers for your program.



Selection Criteria

- **GRAMMAR & SPELLING** | Grammatical and spelling mistakes may result in rejection of your proposal.
- **LEARNING OBJECTIVES** | Programs should have clear takeaways attorneys can take home and apply to their careers and/or practice.
- **INTERACTIVITY & ENGAGEMENT** | The format and delivery method of your program should allow the audience to achieve the stated learning objectives.



Model Submission

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.

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

Speakers:

Jun Jin, Agency for International Development
Noree Lee, Covington & Burling LLP

Jade Totman, The Boeing Company
Eric Yeo, Booz Allen Hamilton Inc.

Learning Objectives: Through this program, attendees will learn: (1) how international firms can navigate compliance risks when doing business with the government; (2) how to draft clauses to account for political changes; and (3) a checklist to follow when conducting supply chain review.

Interactivity: We will engage in two participatory case studies. First, we will have the audience go through the supply chain review with a fictive company, asking them to raise their hands “Yes” or “No”. Second, we will ask volunteers to come up and participate in a role-playing exercise to apply the lessons from the session.

Online Submission Process

2019 NAPABA Call for Programs

Submitter Information - please make sure your information below is correct and enter your phone number.

First Name: Pang

Last Name: Moua

Email Address: pmoua@napaba.org

* Phone Number: 202-738-1016

Cancel

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Step 1: Identify a Primary Contact

Identify a primary contact who will commit to managing the program should your submission be accepted. 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 panelists, ensuring panelists are kept up to date with deadlines, and communicating with NAPABA regarding the submission. **The primary contact must have subject matter knowledge of the submission.**

* Primary Contact First Name: Pang

* Primary Contact Last Name: Moua

* Primary Contact Employer Name: NAPABA

* Primary Contact Job Title: Meetings Coordinator

* Primary Contact Email Address: pmoua@napaba.org

* Primary Contact Phone Number: 202-738-1016

Previous

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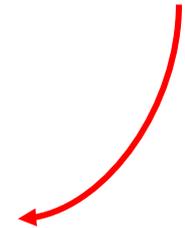
Step 2: Thursday Specialty Programming

NAPABA is accepting submissions for the International Law Symposium and Solo & Small Firm Boot Camp. Please note that the co-chairs of these specialty programs will be reviewing submissions submitted for their specialty programs. Specialty programming will take place on Thursday, Nov. 7. **Submissions submitted for specialty programs will not be considered for the general Friday or Saturday CLE programming.**

* Is this program submission for a Thursday specialty program?

- Yes. This submission is for the International Law Symposium.
- Yes. This submission is for the Solo & Small Firm Boot Camp.
- No. This submission is for the general Friday and Saturday CLE programming.

Continue



Step 3: Enter Submission Details

Please take the time to thoroughly develop your program. Stronger, more detailed and specific submissions will be evaluated more favorably than weak or less thought out submissions. Please view our webinar or review the submission policies and guidelines for details on our selection criteria.

* **Subject Matter:**

* **Presentation Type:**

* **Program Title** - please keep your program title short (100 characters or less) and to the point, but also inviting:

* **Program Description** - please provide a short and captivating description (1500 characters or less) of your program, which should persuade Convention attendees to attend your program. Please ensure your description does not have any spelling or grammatical errors, and no bullet points.

1,500 characters remaining

* Please describe how you plan to make your program interactive.

1,500 characters remaining

Learning Objectives

* *What are the specific takeaways attendees should walk away with after attending your program?*

1,500 characters remaining

Continuing Legal Education (CLE) Accreditation

* Accepted programs must apply for CLE accreditation, which NAPABA will administer. If your program is accepted, you agree to provide all materials and information by NAPABA's posted deadlines or your accepted program may be removed from the Convention.

I understand and accept.

* Will you be seeking specialty credits (i.e. ethics, elimination of bias, substance abuse, etc.)?

Yes

No

If you answered 'yes' above, please list which specialty credit:

Previous

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Step 4: Enter Panelist Details

Please enter your panelists' details below. Click on the "Add Panelist" button below to add more panelists. Your program must have a **minimum of two** panelists and **no more than five** panelists. Confirmed versus invited speakers will be taken into consideration.

Please enter a unique email address or each of your panelists. This form will not allow you to enter the same email address for two or more panelists.

Add Panelist

Previous

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- **Step 5: Acknowledgements**
- **Step 6: Review Submission – PRINT THIS PAGE BEFORE SUBMITTING**

After Your Program is Accepted

- You will be assigned a CLE Committee liaison. He or she will provide guidance as you prepare your program. Your CLE Committee liaison will schedule at least 1-2 calls or meetings to discuss your program.
- Finalize and confirm your moderator/speakers and provide NAPABA the following:
 - Full Name
 - Employer Name
 - Title
 - Short biography
 - Education degrees
 - Email address
 - Phone number
 - Social media handles (Facebook, Twitter) so we can tag you in our social media posts!
- Submit CLE written materials and speaker release forms no later than August 30, 2019 at 5 p.m. ET

Registration

- All moderators and speakers are required to register for the Convention.
 - Moderators and speakers who can only attend the day of their speaking engagement may register for a complimentary one day only speaker pass.
 - All other moderators/speakers must register and pay registration fees.
- NAPABA encourages all moderators and speakers to apply for a Convention scholarship. NAPABA will not provide reimbursements, registration discounts, or honoraria to any moderator or speaker presenting at the Convention. Our Convention scholarship application will open on June 17, 2019.
- Early-bird registration opens June 17, 2019.

QUESTIONS?

Email us at convention@napaba.org.

