

## At the Meeting

When everyone arrives, describe the efforts of the ABA YLD and the ABA Commission on Domestic Violence, and the work of the ABA YLD Voices Against Violence Project.

Invite attendees to introduce themselves and provide a five-minute description of their program. Ask them to discuss the most urgent concerns of the domestic violence issue, focusing first on the local and then the national community level.

Finally, ask attendees to brainstorm how lawyers can help victims of domestic violence through policy, access to legal services, or attention to a particular area.

End the meeting with a reminder to support the ABA YLD Voices Against Violence project by visiting the ABA YLD's website ([www.abanet.org/yld/dv](http://www.abanet.org/yld/dv)) and sharing information about existing programs.

## Follow-up

Remember to mail thank-yous to all attendees within a week of the Roundtable Meeting. Please send participants' contact information, and copies of your meeting agenda and materials to:

The American Bar Association  
c/o Renee Lugo  
ABA YLD Public Service Team  
321 N. Clark Street, 18<sup>th</sup> Floor  
Chicago, IL 60654-7598  
[lugor@staff.abanet.org](mailto:lugor@staff.abanet.org)

Participants' contact information is added to the ABA YLD Voices Against Violence Project's database, and used to share ongoing updates over the next year. Organizational information is posted to the ABA YLD web site and includes live links.

### National Organizations

Asian and Pacific Islander Institute on Domestic Violence  
American Prosecutors Research Institute  
ASISTA Immigrant Women's Technical Assistance Project  
Battered Women's Justice Project  
Faith Trust Institute  
Family Violence Prevention Fund  
Institute on Domestic Violence in the African American Community  
International Association of Chiefs of Police  
International Association of Forensic Nurses  
Legal Momentum  
Legal Resource Center on Violence Against Women  
Mending the Sacred Hoop Technical Assistance Project  
National Center for Victims of Crime  
National Coalition Against Domestic Violence  
National Council of Juvenile and Family Court Judges  
National Crime Victim Bar Association  
National Domestic Violence Hotline  
National Latino Alliance for the Elimination of Domestic Violence  
National Network to End Domestic Violence  
National Resource Center on Domestic Violence  
National Sexual Violence Resource Center  
National Sheriffs' Association  
Rape, Abuse, and Incest National Network  
Sacred Circle: National Resource Center to End Violence Against Native Women  
Sexual Assault Coalition Resource Sharing Project  
Stalking Resource Center, National Center for Victims of Crime  
Tribal Law and Policy Institute  
VAWNnet: National Online Resource Center on Violence Against Women  
Vera Institute of Justice  
Violence Against Women Online Resources (VAWOR)  
Witness Justice  
WomensLaw.org



## **A How-To Guide on Planning a Roundtable Meeting**

### The Basics

Roundtable Meetings are a fast and efficient way for the ABA YLD to gather information about what is being done for raising awareness about domestic violence. Roundtable Meetings can help prevent domestic violence, too, by opening a dialogue in a particular community about what resources may be needed, and how lawyers can help. Attendees exchange information, broaden their knowledge of services in their community, and make new contacts. At the same time, Roundtable Meetings can help educate a wide range of service providers about the work of the ABA YLD Voices Against Violence Project and the ABA Commission on Domestic Violence, and enlist their support.

### The Logistics

- ✓ To ensure that there is time for meaningful discussion, limit the number of attendees to fewer than twenty.

- ✓ Organizers of Roundtable Meetings should plan for the program to last three to four hours, beginning with a continental breakfast or lunch.
- ✓ Find a sponsor to serve as host for the meeting who will provide the site, pay for the food, and donate other (generally in-kind) services.
- ✓ When selecting a meeting space, look for a conference room or other room with a setup conducive to a discussion among equals.
- ✓ A conference table or “open square” configuration works better than theater or classroom-style seating.

If your state or local bar association is not able to sponsor the meeting, consider asking a local law firm with ABA ties, law enforcement agencies, or partner with a local or national organization committed to fighting domestic violence.

At the meeting you will need to provide an agenda, ABA YLD handouts, nametags, place-cards, and a roster of contact information for everyone.

### Who's Invited?

Use your contacts in the legal community to formulate your Roundtable Meeting group.

- ✓ Invite local judges and prosecutors who prosecute the perpetrators and represent victims of domestic violence.

- ✓ Invite legal professionals using local bar associations, who may be involved with projects targeting domestic violence issues.
- ✓ Use professional contacts to develop leads for other invitees, such as social service organizations and workers, and safe house organizations.
- ✓ Don't forget about minority communities and organizations that serve them. Your local minority bar associations can provide information about services to their communities and can recommend representatives who can join your Roundtable Meeting.
- ✓ Invite the local representatives of national organizations. (A list of national organizations committed to the raising awareness about and preventing domestic violence can be found on the back of this guide).

In addition, the ABA YLD Voices Against Violence Project is working with many of these organizations on the national level and may be able to provide you with the name of a local contact.

Ask for a single representative from each entity. Try to strike a balance between the decision makers, executive directors and policy makers for programs targeting the issue of domestic violence, and those “in the trenches,” who might be the first to become aware of emerging needs or trends.

### Extend the Invitation

When you have developed your list of invitees, it's time to extend invitations to the meeting.

- ✓ You may be surprised to find that many professionals who work with domestic violence victims are enthusiastic at the prospect of enlisting ABA members in these efforts.
- ✓ While a telephone call to those you know is always the best way to issue invitations, experience has shown that e-mail is an acceptable substitute.
- ✓ If you get a positive response, follow up with a more formal letter of invitation that explains this project in more detail and asks for their participation. Encourage attendees to bring handouts or other forms of information about their program.
- ✓ Finally, send a reminder e-mail the day before the meeting to ensure maximum attendance.

