

AMERICAN BAR ASSOCIATION YOUNG LAWYERS DIVISION

Guidelines for In-Person and Distance Learning Programs

1. Use the official **Program Proposal Form** to submit your material to Cindy Galvan at galvanc@staff.abanet.org.
2. Propose programs that:
 - a. Provide instruction on a substantive area at the new lawyer level
 - b. Develop bar leadership or core skills
 - c. Promote public service/pro bono work and promote diversity in the profession
 - d. Educate others about young lawyers

It's also beneficial to have a timely topic that is defined by content (as opposed to solely by the proposed speakers) and emphasizes practical information that attendees can utilize and value in their practice. Programs that tie in with topics addressed in recent publications are a plus. Consult past meeting brochures to avoid program repetition.

If the Program Proposal is accepted:

3. Assign an individual as program chair and/or moderator who is committed to the program concept, willing to accept the responsibilities associated with it, and able to meet related deadlines should the program be accepted.
4. Collaborate with ABA YLD Committees and other ABA Entities. **Only the YLD Chair** can accept or extend co-sponsorship invitations and only after all ABA policies have been adhered to (see **Co-sponsorship Approval Guidelines**).
5. If at all possible design sessions to be interactive rather than lecture or visual aid-reliant.
6. Focus on the quality, not quantity of proposed speakers. No program can feature more than three speakers (in addition to a single moderator) **without the express authorization of the YLD Program and Conference Director**.
7. Ensure the suggested panel is diverse. Think not just about ethnicity and gender, but also about location, employer type, and size. The Division is committed to adhering to the ABA's Goal IX diversity goals and thus a program will not be accepted if it does not include women and minority panelists. Please contact Cindy Galvan (galvanc@staff.abanet.org or 312.988.5612) if you need assistance identifying relevant speakers.
8. All speakers must execute a **speaker release**. Also make sure that they can collaborate in advance to determine program format and outline.
9. Be aware that **no YLD representative can commit the YLD to program selection or funding without prior approval from the YLD Chair**. Speaker registration fee waivers and reimbursement requests require advanced, written approval from the YLD Chair. (See **Speaker Reimbursement Guidelines**).
10. Devise valuable written materials. The materials may be written by individuals other than the participants. Previously published works may be appropriate, but may require reprint permission, and should be discussed with the program's point person prior to submission. Written materials are required for all CLE programs. (See **Guidelines for Written Materials**).
 - a. Although MCLE rules and regulations vary from state to state, they generally agree that the following are not sufficient for MCLE purposes:
 - i. Mere topical outlines without citations or explanatory notations. PowerPoint presentations that are in a simple outline format will not suffice as the sole written materials, although they can make good adjunct materials.
 - ii. Bibliographies or a list of other reference materials, such as Internet sites, standing alone
 - iii. Hypothetical's without other course materials

Relevant Information and the Proposal Form are available at:
www.abanet.org/yld/nosearch/ProgramProposalGuidelines.pdf