Committee Programs — Requirements and Best Practices

The following list of Committee programs “best practices” was developed by the Committee Operations Committee. If you want further information or wish to discuss any of these points, call:

- **Committee Officer**
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- **Committee Operations Co-Chairs**
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1. Planning
   a. Committee Programs Guidelines.
      i. “Committee programs” (formerly known as “brown bag programs”) are short, relatively informal programs that typically take place with all participants calling in to a dial-in number or wholly or partially collectively gathering in a law firm conference room, client office, government agency or academic institution. Occasionally, there are a number of satellite locations connected by telephone and the opportunity for individual call in lines. Committee programs are intended to be inexpensive and should require less lead-time than more formal continuing legal education programs with written materials and CLE credit (called “teleseminars”). Advance planning, however, is essential.
      
      ii. The forms and general guidelines for Committee programs are available on the Antitrust Section Leadership Portal. If you have not reviewed it recently, please take a look before you get too far down the road planning a Committee program.

      iii. In particular, remember that Committee programs must be approved by the Committee Officer, Anthony Chavez. You may find the Committee program approval form at https://abanet.qualtrics.com/SE/?SID=SV_cOsp6smUUtwCVw0. Clicking on “submit” will automatically send the request to the Committee Officer and all others who need to receive
notification. Diane Odom will notify you when the Committee program has been approved.

b. Selecting a Topic.

i. One approach is to plan a program well in advance around a subject of general member interest.

ii. Another approach is to respond promptly to a new development. If you have a “new development” program in mind, don’t let the subject get stale (and don’t be pre-empted by another program inside or out of the Section!).

iii. Programs not accepted for the Spring Meeting often make good Committee program topics. But don’t wait to plan Committee programs until decisions on Spring Meeting programs are made in the fall – Committee programs should be done all year long to serve your members.

iv. Consider topics of interest outside Washington, D.C., such as Committee programs with local enforcement officials (state, DOJ and FTC field offices).

v. If you are hosting a networking reception in conjunction with a Committee program, please consult the separate request form and guidelines for such events that can be found on the Leadership Portal.

c. Scheduling.

i. We recognize that occasionally the scheduling of a Committee program by one committee has interfered with the plans of another committee.

ii. Anthony Chavez and Diane Odom are sensitive to potential conflicts, which can be avoided if clearance is obtained sufficiently far in advance. As a general rule, the approval form should be submitted at least three to four weeks prior to the scheduled date to allow for adequate planning and publicity. While simultaneous Committee programs are discouraged, in some circumstances, two Committee programs will be permitted to proceed on the same day if their topics and target audiences are markedly different. Under no circumstances will three or more Committee programs be approved for the same day. Make sure to check the Google Planning Calendar on the Leadership Portal to see the dates on which other programming has already been scheduled.

iii. It is important that Committee programs are not publicized until you receive notice of approval.
d. Co-Sponsors.

i. Co-sponsoring a program with another Antitrust Section committee is acceptable, although it can complicate the logistics of running the program. Co-sponsorship generally should be limited to cases in which the expertise of more than one committee is needed or where the two committees came up with essentially identical Committee program ideas at the same time. Remember each co-sponsoring committee must do its share of the work!

ii. Co-sponsoring a program with a state or local bar association, or an entity outside the ABA, also can be an excellent vehicle to increase attendance. All events co-sponsored with an outside entity must be pre-approved by the Operations and Communications Committee of the ABA Board of Governors, which meets five times per year. Therefore, please allow yourself at least 90 days to obtain the necessary clearance and contact Diane Odom as soon as you can to coordinate scheduling. Board of Governors deadline dates are listed on the Leadership Portal.

iii. Blanket pre-approval exists for programs co-sponsored with certain organizations. A complete list of cosponsoring organizations is included at the end of this document.

e. Speakers.

i. The first priority is always to ensure the quality of the program.

ii. Keep in mind the Section’s desire to promote diversity and highlight members who may not have spoken at programs previously; don’t rely on the same speakers who have spoken on the issue in the past – no matter how good they may be. Be creative in selecting appropriate speakers – with a diversity of viewpoints, employers (there may be no more than one person from any organization on each program, with very limited exceptions!), geographies, genders, demographics, and backgrounds. When completing the Committee program approval form, list speakers in alphabetical order by surname. Please consult the Committee Program Diversity Policy (available on the Leadership Portal) for more information about the “one speaker per organization” rule and the exception for recurring Committee programs.

iii. The opportunity to participate and be highlighted in a program also can be used effectively as a reward for committee members who have worked hard on other projects.

f. Government Officials.

i. We have discovered that (not surprisingly) high-level representatives of the federal enforcement agencies at times
have received multiple requests for their participation in Committee programs.

ii. In order to avoid conflicts, and avoid using this limited resource too many times, committees should notify (but do not have to obtain approval of) the Committee Officer of the Section (Anthony Chavez) at least seven days in advance of any request to interview, or engage to speak, any FTC Commissioner or Bureau Director.

iii. All requests for DOJ personnel participation must be routed through John Elias (john.elias@usdoj.gov or (202) 514-0731. This will aid with coordination issues at the Division and also should avoid scheduling issues within the Section. Program chairs at all levels should not reach out directly to DOJ attorneys with invitations to speak at conferences, workshops, Committee programs, the Spring Meeting, or any other Section event, but should route those requests through John.

g. Mechanics, Costs and Charges.

i. The sponsoring committee is responsible for planning the program, arranging for speakers, obtaining speaker releases before the program, finding sponsors for remote sites (if any), arranging for publicity, obtaining and distributing any written materials, and generally running the on-site program. The programs will be monitored for quality control.

ii. Section staff (through Diane Odom) will arrange for the telephone links.

iii. Most Committee programs thus far have been limited to the live site, satellite sites connected by telephone, and individual telephone call in numbers.

iv. Telephone lines cost more than $.16 per line per minute, or more than $54 per line per hour. Setting up a satellite location – where several (or many) people can listen in on one line, helps to cut down the cost of the Committee program.

v. When hosting a webinar through Webex, there also are costs to the Section, so please plan events that you believe will be well attended and of service to your members.

For all programs, participants will simply register by either clicking a link in the program announcement or by clicking on the program title on the Section of Antitrust Law events webpage. Registrants will automatically receive an email confirmation with the dial-in number. Diane will provide the Committee program contact person with the appropriate dial-in numbers for the speakers.
vi. The Committee Contact will be instructed to place the call to the conference operator approximately 20 minutes before the program is scheduled to begin, which provides an opportunity for the conference operator to run a sound check and confirm the procedures for introducing the program, taking questions and so forth.

h. CLE.

i. Typically we do not obtain CLE credit for Committee programs.

ii. If you are interested in planning a program that provides CLE credit to attendees, you must follow separate procedures for a Section “teleseminar.” Teleseminars must be approved by the Antitrust Section Programs Officer and Teleseminar Chair several months in advance (to allow time to obtain CLE approval from the state authorities), panelists will be required to prepare written materials, and there will be a charge for all participants to dial in. If you are interested, contact Diane Odom for more information.

2. Publicizing the Committee Program

a. Timing.

i. The Committee program should not be publicized until you receive notice from Diane Odom that the program has been approved. Diane will provide you with a program link which will lead you to your program on the ABA Calendar of Events page.

ii. Announcements of upcoming Committee programs should be made on several occasions, on Connect.

b. Discussion List.

i. An announcement of all upcoming Committee programs is circulated bi-weekly (every other Monday morning) to the entire Section membership.

ii. Committees should use Connect as their main vehicle for publicizing their Committee programs.

iii. If a non-ABA group is a co-sponsor, make sure you have a vehicle for reaching its members.

3. Conducting a Committee Program.

a. Speaker Presentations

i. Programs can be presented in any format or manner that adequately and professionally covers the topic.
ii. Generally, program start at 12:00 or 12:15 p.m. EST (The later start time is particularly important if lunch is served on site. The duration of the program should normally be about 1½ hours.)

iii. It is very important that every Committee program begin precisely on time, because the on-line participants will be on hold waiting for the program to begin.

iv. Presentations may be made by either a solo or featured speaker, or by a panel. Panel presentations are encouraged and some of our best Committee programs have involved lively discussion among experienced practitioners on the panel.

v. Often, the moderator will introduce the topic and provide an appropriate level of background information (such as an overview of an appellate decision, if the Committee program covers a recent case).

vi. Generally, there should be no more than four speakers; more than that number would be presumptively unworkable.

vii. ABA policy requires that any panelist speaking on an ABA program will need to complete a speaker release, which is available at https://americanbar.qualtrics.com/jfe/form/SV_8Bu17PKsKRJH w6F. If a speaker refuses to complete a speaker release, he/she should not be allowed to speak on the program.

b. Written Materials.

i. Persons attending programs of any kind always appreciate receiving written background materials.

ii. However, Committee programs often are intended to be spontaneous, and a desire for written materials should not get in the way of presenting a Committee program in a timely, economical and informal setting.

iii. If written materials are provided, try to obtain the materials in advance of the meeting so they can be distributed to the attendees. Staff must receive written materials (and/or slides) at least 48 hours in advance of the program in order to get them up on the website. Use the PowerPoint template to create your PowerPoint slides. Speakers are welcome to state their law firm, government, academic or other professional affiliation on the cover page and/or first page of materials or visual presentations (e.g., PowerPoint slides). Speakers also may provide their address, telephone number and/or email address on the cover page and/or first page. However, such affiliation information should not appear on any other pages of the written materials or presentations, e.g. in the header or footer of each page of a document or slide. Affiliation information
should not appear on any jackets, folders, or binders used to distribute written materials for the programs.

iv. In any event, consider posting program materials and transcripts on committee websites and including them in newsletters.

c. Questions.

i. Questions are normally solicited first from the audience on site (if applicable) and secondly from persons participating by phone, either from a remote site or on an individual call-in line. The conference is continuously monitored by the conference operator, who will open the phone lines for questions when requested to do so by the moderator.

ii. It is very important that the speaker answering the question repeat the question before it is answered so those on the phone can follow along.

d. Technical Set-Up.

i. Technical issues occasionally have arisen which have interfered with participation at remote (satellite and call-in sites). Following these suggestions will contribute significantly to the success of each Committee program.

ii. You should designate a point person (“facility contact person”) at live locations who is both available before the program begins and accessible during the program to field phone calls from the conference operator. Usually, the facility contact will be an administrative or technical staff members at the host facility. Please make sure the phone number of the facility contact person is set forth on the form. The facility contact person can usually help solve phone problems that develop before or during the program by, for example, re-establishing the phone link if the quality of the phone line is poor.

iii. The quality of the telephone link is monitored continuously during the Committee program by one of the conference center operators. If problems arise, the conference operator is the primary person who will try to resolve those problems, enlisting the assistance of the facility contact person as necessary.

iv. In addition, during the program technical problems may be brought to the attention of the ABA staff (Diane Odom) by either the operator or persons participating on the call-in lines.

v. Each speaker should have a microphone or, if that is not possible, moderators should make sure that each speaker is speaking very close to a microphone.
vi. You will receive much better reception if you are able to plug the audio equipment directly into the phone system. Trying to pick up voices that may be far away from the conference phone can prove difficult and annoying to dial-in participants.

vii. If possible, cordless or extra microphones should be used for questions from the audience. If that is not possible, the speakers must repeat questions before they are answered.

e. Promotional Announcement at the Beginning of the Program.

i. Begin each Committee program with a message promoting upcoming Section or committee activities.

ii. Remember to cross sell Section publications that might be of particular significance to the topic of the Committee program.

iii. And also remember to ask those in attendance if any are interested in committee work and have them contact you by phone or e-mail (from the committee website).

f. Audiotapes and Videotapes.

i. Audiotapes of Committee programs are recorded and are posted on the Section’s website for Members only following the program.

ii. The Section does not have the capability to videotape Committee programs. If you want to videotape your session, you will have to make the necessary arrangements on your own (including arrangements to cover the cost).

g. Follow-Up.

i. Make sure you provide Diane Odom with the number of attendees at live and satellite sites (she will know the number of call-ins from the conference operator).

ii. Consider whether to include a summary of the Committee program (and any materials) in the committee newsletter and on the website.

iii. Consider conducting a survey at the end of the year regarding your Committee’s meeting its members program needs.

LIST OF COSPONSORING ORGANIZATIONS

**Including All State and Local Bar Associations**

Allen & Overy LLP

Alston & Bird LLP
American Antitrust Institute (AAI)
American Association of Law Schools (AALS)
American Bankers Association
American Corporate Counsel Association
American Intellectual Property Law Association (AIPLA)
American Health Lawyers Association
American Hospital Association
American Society of Association Executives
Andrew Kurth
Arnold and Porter LLP
Ausley & McMullen PA
Axinn Veltrop & Harkrider LLP
Baker & McKenzie
Baker Botts
Baker Donelson
Baker McKenzie
Bass Berry & Sims PLC
Barra Mexicana
Bennett Jones LLP
Bingham McCutchen LLP
Blake Cassels & Graydon LLP
Borden Ladner Gervais LLP
British Institute of International and Comparative Law
Brazil Bar Association
Bryan Cave LLP
Cahill Gordon & Reindel LLP
California Associations of Insurers
Canadian Bar Association
Canadian Chamber of Commerce Competition Law and Policy Committee
Center for State Enforcement of Antitrust and Consumer Protection Laws, Inc.
Charles River Associates
Chimicles & Tikellis
Cleary Gottlieb Steen & Hamilton LLP
Cooley LLP
Compass Lexecon
Conference of Western Attorneys General
Covington & Burling LLP
Crowell & Moring LLP
Davis Polk & Wardwell
Davies Ward Phillips & Vineberg
Davis Wright Tremaine
Davies Ward Phillips & Vineberg
Dentons LLP
Debevoise & Plimpton LLP
Dechert LLP
Dickinson Wright
Drinker Biddle & Reath LLP
Duane Morris LLP
Economists, Inc.
Edgeworth Economists LLC
Energy Bar Association
European Lawyers Association
Federal Bar Association
Federal Communications Bar Association
Federal Trade Commission (FTC)
Foley & Lardner LLP
Food & Drug Law Institute (FDLI)
French Bar Association
Freshfields Bruckhaus Deringer LLP
Fried, Frank, Harris, Shriver & Jacobson LLP
Georgia Chapter of the American Corporate Counsel Association
Gibson Dunn & Crutcher LLP
Greenberg Traurig LLP
Godfrey & Kahn SC
Goodwin Procter LLP
Haynes and Boone, LLP
Hausfeld LLP
Hogan Lovells
Hunton and Williams LLP
Ice Miller LLP
International Bar Association
International Chamber of Commerce
International Competition Network (ICN)
International Franchise Association
Inter Pacific Bar Association
Jones Day
Kaye Scholer LLP
Kelley Drye LLP
King & Spalding LLP
Kirkland & Ellis LLP
K&L Gates LLP
Law Society of England and Wales
Latham & Watkins LLP
Leiff Cabraser Heinman & Bernstein LLP
Linklaters LLP
Loeb & Loeb
Lustigman Firm, PC
Manatt, Phelps & Phillips, LLP
Mayer Brown LLP
McCarthy & Tetrault
McDermott Will & Emery
McGuire Woods LLP
Morgan Lewis & Bockius LLP
McMillan LLP
Mexico Bar Association
Mintz Levin et al
Morrison & Foerster LLP
National Association of Attorneys General ("NAAG")
National Association of Manufacturers
National Bar Association
New York County Lawyer's Association
Norton Rose Fulbright US LLP
Olshan Frome Wolosky LLP
O’Melveny & Meyers LLP
Organisation for Economic Co-operation and Development (OECD)
Orrick, Herrington & Sutcliffe LLP
Patterson Belknap Webb & Tyler LLP
Pepper Hamilton LLP
Perkins Coie LLP
Pillsbury Winthrop Shaw Pittman LLP
Porter Wright Morris & Arthur LLP
Proskauer Rose LLP
Robins Kaplan LLP
Scott & Scott LLP
Securities Industry Association
Seyfarth Shaw LLP
Shearman & Sterling LLP
Sheppard, Mullin, Richter & Hampton LLP
Shook Hardy & Bacon
Sidley Austin LLP
Skadden, Arps, Slate, Meagher & Flom LLP
Steptoe & Johnson LLP
Squire Sanders LLP
Sullivan & Cromwell
Thompson & Knight
U.S. Chamber of Commerce