



ROUNDTABLES

Roundtables are FREE telephonic programs produced by Section of Litigation's committees and subcommittees with the assistance of the Roundtables Committee. Because they are non-CLE programs, they can address virtually any subject. They are easy to organize, and allow committees to offer their members and non-members a great deliverable.

How they work. Committees pick a topic, find speakers, write a short program description, and promote their program to members and others. Section staff handle registration. On the day of the program, a committee member runs the call, using instructions provided by their Roundtables Committee liaison.

Roundtables are generally held midday, between noon and 3 pm Eastern time, to accommodate most schedules. They often last approximately 60 minutes. They can feature a single speaker or multiple speakers. They can discuss a case, a change in the law, a trend or development, or practice tips. All but the speakers' lines are muted during the Roundtable program. If attendees have questions, they may e-mail them to the speakers or the moderator. If speakers wish to use written materials (they are not required), links to them can be provided to registrants.

The benefits. Roundtables are easy to produce, and can be set up relatively quickly. Because these programs do not offer CLE, no written materials are required. Attendees can listen in from any location with phone service. The telephone system can accommodate up to 300 callers, and no minimum number of participants is required. ABA membership is not required to register for a program so Roundtables can be used to attract and introduce non-members to the Section and its committees. Roundtables also are a great way to involve and integrate committee members.

Topic ideas. Committee leaders know what issues most appeal to their membership. Roundtables can address substantive issues (a case or trend), or discuss professional development (networking, client development and management, negotiation techniques, or mediation tips).

To see a list of upcoming Roundtables or listen to a previously recorded Roundtable, visit the Roundtables website:
<http://www.americanbar.org/groups/litigation/resources/roundtables.html>

Roundtables Committee Contacts: The Roundtables Committee is here to help you! For general questions, contact the Co-Chairs Brian Koji (BKoji@anblaw.com) and Dahlia Dorman (Ddorman@torres.law). Each open-enrollment Committee also has a designated Committee member to help with programs:

Dalton Courson (dcourson@stonepigman.com)

Access to Justice; Bankruptcy & Insolvency; Insurance Coverage; Consumer Litigation; Diversity & Inclusion; Employment & Labor Relations; Minority Trial Lawyer; The Woman Advocate; Young Advocates

Edd Peyton (epeyton@lewisthomason.com)

Children's Rights; Class Actions; Ethics & Professionalism; Family Law; JIOP; Privacy & Data Security; Professional Liability; Real Estate, Condemnation & Trust; Solo & Small Firms; Trial Evidence; YLLP

Doug McCoy (dmccoy@handarendall.com)

Admiralty; Business Torts; Construction Litigation; Criminal Litigation; Health Law; Intellectual Property; LGBT Law & Litigator; Mass Torts; Trial Practice; Products Liability

Peter Fruin (pfruin@maynardcooper.com)

Alternative Dispute Resolution; Appellate Practice; Civil Rights; Commercial & Business Litigation; Environmental & Energy; Expert Witnesses; Pretrial Practice & Discovery; Securities; Corporate Counsel

Guide to Online Roundtable Registration Form

The link to the *online "Submission Form"* can be found at <http://www.americanbar.org/groups/litigation/resources/roundtables.html>.

Required Information:

- Sponsoring Committee Name(s)
- Subcommittee Name (if applicable)
- Contact person
- Contact person's phone
- Contact person's email
- Program title
- Program Description (Maximum words 200)
- Anticipated Changes to Program Information (If, for example, you are waiting to confirm a particular speaker, please let us know.)
- Date selected (Avoid major holidays, and conflicting Annual Section and ABA meetings.)
- Time selected (You will have access to the line 15 minutes before and after your official call time as a buffer. We recommend programs be 60 minutes in length, but programs can be longer or shorter; we also recommend that programs run between noon and 3 p.m. EST, so they are convenient to those from all time zones.)
- Recording: yes/no (You may record your Roundtable and have it posted online for members if you believe it will be valuable to members, and your speakers do no object. Instructions will be provided.)
- Questions/concerns or special notes

Please let your Roundtables Committee contact know when you have submitted the online Submission form.

Next Steps. Within one week of submission, you will receive a link to a draft Registration form for your Roundtable. If you have any changes or corrections to it, please notify the Roundtables Committee within three business days. If you approve the form, or if we do not hear from you, the Roundtable's registration information will be posted online and attendee registration will begin.

If you have any questions, please contact Roundtables Committee Co-Chairs Brian Koji (BKoji@anblaw.com) or Dahlia Dorman (Ddorman@torres.law).

FREQUENTLY ASKED QUESTIONS

1. **How much lead time do we need?** Roundtables should be scheduled a minimum of 30 days in advance so registrations can be processed, and the Roundtable can be successfully marketed. Our experience suggests that scheduling a program closer to 60 days out directly correlates to higher attendance because it provides well over a month for publicity.
2. **What costs are associated with a Roundtable?** None, the Section will cover the costs of all calls and recordings. There is no registration fee for participants.
3. **Who will handle registrations?** The ABA staff.
4. **What if we need help?** The Roundtables Committee, and your Roundtable liaison, is available to help you brainstorm, plan, and promote your program. When developing a Roundtable, your committee's newsletter authors also are often a resource in generating program ideas and speakers based on the content they have received; they also can help with marketing.
5. **How do we schedule a Roundtable?** Complete the simple, online form (<http://www.americanbar.org/groups/litigation/resources/roundtables.html>), giving a brief program description, and the proposed date and time for the Roundtable. The form can be accessed from the Roundtables' website (click on "Submission Form"). When selecting a date, avoid holidays and dates of Annual ABA and Section meetings. Also consider a starting between noon and 3 p.m. EST, to allow those from all time zones to conveniently participate.
6. **How do we promote the Roundtable?** After you submit your online Submission Form, you will receive a "registration link." After you approve it, use that link to promote your Roundtable through listserves, newsletters, and social media and personal networks. The Roundtables Committee will promote your program in its monthly email communication to Section members. Also, feel free to ask other committees to co-sponsor your Roundtable. This will increase attendees, and no additional forms are needed. Send information and invites broadly; ABA members and non-members can sign up for a Roundtable.
7. **What about written materials?** You may provide and use written materials (PowerPoint, etc.), but are not required to do so. Those materials can be posted on a speaker's website or, with enough lead time, can be posted online by Section Staff. If submitted to your Roundtable Committee liaison at least a few business days before the Roundtable, the link can be included in the Reminder notice that will be sent to all registrants the day before the program. If you would like to include a published work not created by the Section, please coordinate with your Roundtables Committee liaison about securing appropriate permissions from its author.
8. **What if we want an author, consultant or vendor to speak?** Special rules apply. Please contact your Roundtables Committee liaison before moving ahead.
9. **How will we start the Roundtable call?** You need only a telephone keypad to enter the leader code that will be provided. You also will be supplied with a code to mute and unmute all the lines (so only speakers can be heard during the program), and a sample script to use during the program.
10. **What if we want to record the Roundtable?** You have the option to have your Roundtable recorded. You will be provided with a command to input your telephone keypad at the start of the call.
11. **Can we survey participants?** Yes, but due to low response rates to generalized surveys, if you would like a program-specific survey sent to participants, you should coordinate it with your Roundtable Committee liaison in advance of the program.

12. ***Should my committee designate a Roundtable liaison?*** Yes, doing so will make it more likely that your committee will take advantage of this important (and free) benefit.

ROUNDTABLE PLANNING - TIMELINE

	PLAN PROGRAM
30 - 90 DAYS BEFORE	<ul style="list-style-type: none"> • Identify the committee member(s) that will take the lead. • Identify potential topic, speaker(s) and moderator, and length of program. • Select a day/time (avoid holidays and competing Section and ABA events, and be mindful that between noon to 3 p.m. Eastern works best for most members).
	SUBMIT PROGRAM
AT LEAST, 30 DAYS BEFORE	<ul style="list-style-type: none"> • Complete the online Submission Form (http://www.americanbar.org/groups/litigation/resources/roundtables.html), reserving a time slot. • The information you submit will be used to create a Registration Link. It will be sent to you for approval. Program information can be further revised, as needed (for example, if speakers change).
	PROMOTE PROGRAM
30 - 7 DAYS BEFORE	<ul style="list-style-type: none"> • Use the Registration link to promote your Roundtable in listserves, and by use of speakers' and members' social media accounts. <i>Remember: You do not need to be a member to register for a (complimentary) Roundtable.</i> • All who register will receive a Registration Confirmation and Reminder Notice; each will be sent to you by the Roundtable Committee for approval. • Identify any written materials to be used. Written materials are not required; if used, they can be posted online, and a link can be included in the Reminder Notice sent to participants a day or two before the program.
	EXECUTE PROGRAM
1-2 DAYS BEFORE	<ul style="list-style-type: none"> • A Reminder Notice will be sent by ABA staff to all registrants 1-2 days before the program. • Pull together your leader code, muting and recording instructions, and sample script. These will be provided by the Roundtables Committee.
THE BIG DAY	<ul style="list-style-type: none"> • Organizers and speakers should call in 15 minutes early. The Roundtables Committee liaison can join and assist, as needed. • Present the program. A sample script is available for convenience. • Thank speakers, planners, and participants and encourage Section and Committee membership.

	ENJOY THE CONTINUED BENEFITS
AFTER	<ul style="list-style-type: none">• If your program was recorded, share the link with members.

Presenting A Roundtable

Phone Instructions & Sample Scripts

1. **Leading the Call.** You or someone you designate will “lead” the call, which includes typing in the leader code and other phone commands. The leader should connect from a landline because if the leader’s phone connection fails, the call will end in three minutes. (If this were to happen, the leader can call back in and restart the call with the leader code.)
2. **Call in Early.** The leader (by entering the conference code and, when prompted immediately thereafter, entering the leader code) should call in 15 minutes before the official Roundtable start time. Confirm that the speakers are present and can be heard well; using the receiver of a landline works far better than speakerphones and cell phones. Confirm arrangements concerning speaker order, the taking of questions, etc. Try to wrap up within 10 minutes, because at any time, Roundtable listeners may be calling in and will hear you speaking as they wait for the call to begin.
3. **Muting the Line.** Once all speakers are present, the leader will mute all lines by pressing *5. The leader should then tell the speakers to then press #6 to immediately unmute their individual lines, and they should remain unmuted for the entire call. (They can use the mute function on their personal phones if needed.) Listeners will hear from the electronic operator that the leader has muted the call and that they can “unmute” themselves by pressing #6. (In the unlikely event that a listener has unmuted and is disturbing the call, ask them to mute themselves or, if they don’t respond, you can “unmute” all calls with #5, then immediately “re-mute” all lines with *5, and then have your speakers unmute themselves again.)
4. **Recording.** If you would like to have the Roundtable recorded for posting on the Section’s website, and your speakers agree, the leader should press *2 a few minutes before your Roundtable starts to begin recording. A message will indicate to the leader that the recording process is beginning and then, 30 seconds later, everyone will hear, “Conference record has joined the conference,” which indicates that the call is recording. It is best to have announcements and chatter conclude before your recording starts.
5. **Summary of Telephone Commands**
 - *5 to mute all lines, #5 to unmute all lines
 - *6 to mute an individual line, #6 to unmute an individual line
 - *2 to record a call
6. **Welcoming Attendees.** Begin by welcoming attendees several minutes before your official start time so they know they have successfully dialed into the program.
7. **Start and Conclude On Time.** Feel free to make announcements for a minute or two, and as attendees continue to join, but do not delay the substantive program for longer than two minutes. Also, let listeners know when you plan to end.
8. **Set the Right Tone.** The first few minutes of your Roundtable can be used to set the tone for the call and to introduce speakers. There is no set script that must be used, and your level of formality will be appropriately impacted by the speaker(s), the topic, and the number of registrants. Below is a sample script that should be modified as you think best, but generally speaking:

- Keep the introductions short, especially if speakers are described in the written program materials.
- Acknowledge those who planned the program and thank the speakers for participating. Welcome the listeners, including those who may not be members of your committee, and invite them to get involved. Note that Roundtables are a member benefit of the Section of Litigation and that a list of available Roundtables can be found on the Section’s website.
- Provide an overview of the program’s schedule, such as: “Today we have three speakers who will each speak for about ten minutes. Then, the moderator will begin asking questions, including those that you have submitted by email before or during the call.”
- At the end of the call, thank the speaker(s), and invite listeners to contact the committee with ideas for future Roundtables.

Sample Scripts

[10, 5 and 1 minute before] “Welcome to the ____ Committee’s Roundtable on [TITLE]. We will begin in ____ minutes. Please note that all lines other than the speaker(s)’ lines will be muted during the call.

[Start] Good afternoon and welcome to the ____ Committee’s Roundtable, which will discuss [TOPIC]. My name is ____ and I serve as the ____ of the ____ Committee. Over the next few minutes I’d like to tell you about today’s presentation and our speaker(s). But first, I have a few announcements.

Many of you are already members of the ____ Committee. If you have not yet joined, we hope you will consider doing so – it’s free and easy to join online through the Section of Litigation’s “Committees” webpage. Our Committee offers regular programs to help you with your practice, and we also welcome contributors to our newsletter and website. You may also want to consider signing up for other Roundtable programs. To see a complete list, visit the Section of Litigation’s Roundtables webpage, or use the links in the monthly Litigation e-newsletter.

The format for today’s Roundtable will be as follows. First, our speaker will offer some prepared remarks. Then, she’ll answer questions that you have submitted. As you may have heard as you entered the call, all lines will be muted, so if you have questions, please email them to _____.

It is now my pleasure to [turn things over to _____, who will] introduce you to today’s speaker. [Insert 30-120 second introduction of the speaker, then begin the substantive program.]

[Closing] In closing, we’d like to thank ____ for sharing her advice with us today. And we’d like to thank ____ and ____ who were instrumental in putting this program together. We’d also like to thank all of you for joining us. As we mentioned earlier, we hope you’ll consider joining our committee if you are not already a member. If you have ideas for future programs, please feel free to contact us. Have a wonderful afternoon.