Co-Sponsorship Guidelines

All co-sponsorship requests are reviewed by the Professional Development Committee (except ABA Annual Meeting, which is reviewed by the Section of Litigation ABA Annual Meeting co-chairs).

Co-sponsorship approval is required prior to any commitment or marketing. Section members, committee members, co-chairs, and leaders are not allowed to approve co-sponsorships without approval from the Professional Development Committee and/or ABA staff.

The Section often partners with other ABA entities and non-ABA entities to bring programs and opportunities of value to our membership. We also use co-sponsorship to include outside organizations in the Section sponsored programs. There are several different ways in which we form these relationships, however, in all cases the Section must approve a cosponsor partnership. In approving cosponsored programs, the Professional Development Committee will consider:

- Does the program date and time conflict with any programs that the Section is hosting?
- Will the substance of the program appeal to our membership? Does the subject matter bear a direct relationship to the interests or practice areas of our Section members?
- Is the program structured to represent a wide range of practice areas and viewpoints? Is the program panel diverse in its composition? Are the speakers credible?
- Will the co-sponsorship promote or support a healthy relationship between the entities and its initiatives? Is there a past record of success and willingness to work together on programs?
- Will the program presenters support the ABA’s Goal III objectives to promote full and equal participation in the association and legal profession by creating a diverse panel including diversity in gender, ethnicity, sexual orientation, and persons with disabilities?
- Will the Section’s co-sponsorship not impose an undue burden on the Section staff or interfere in any material way with the ability of the staff to carry out their other responsibilities.

Depending on the type of co-sponsorship, there are different steps to the approval process, requiring varying amounts of time. Please refer to the guidelines below to ensure that your program is approved.

Co-sponsorship with an ABA Entity (name only, no financial commitment):

Please fill out the Section of Litigation Co-sponsorship Request Form. Once you submit the form, you will receive a confirmation email. The Professional Development Committee will review the request. Note, the Professional Development Committee meets monthly. The review may take up to 4 weeks. ABA staff
will notify you if the program is approved for co-sponsorship. If approved, it is expected that Section of Litigation members receives the same registration rate as the sponsoring entity. The Section in return will add the program to our upcoming Monthly Membership Newsletter. The sponsoring entity may also market the event to Section of Litigation members via email.

**Co-sponsorship of CLE with a Non-ABA Entity (name only, no financial commitment):**

Please fill out the [Section of Litigation Co-sponsorship Request Form](#). Please also complete the [Standing Committee on Continuing Legal Education Co-Sponsored CLE Programs Request for Approval Form](#) and submit the completed form to Monica Anchondo, Program Associate, at Monica.Anchondo@americanbar.org. The Professional Development Committee and staff will review the form for completion (all speakers must be included on the form or attached). Note, ABA diversity requirements must be satisfied. Section staff then forwards to the ABA Standing Committee on Continuing Legal Education. The request is reviewed and a response is received within 4 weeks. If approved, it is expected that Section of Litigation members receive the same registration rate as the sponsoring entity. The Section in return will add the program to our upcoming Monthly Membership Newsletter. Section Staff will coordinate efforts with the sponsoring entity.

**Co-sponsorship with Financial Commitments (ABA entity or Non-ABA entity):**

Please fill out the [Section of Litigation Co-sponsorship Request Form](#). Once you submit the form, you will receive a confirmation email. If it is a non-ABA entity, please also submit a [Standing Committee on Continuing Legal Education Co-Sponsored CLE Programs Request for Approval Form](#) to Monica Anchondo, Program Associate, at Monica.Anchondo@americanbar.org. Requests will be reviewed by the Professional Development Committee, Council, and possibly, the ABA Standing Committee on Continuing Education and the ABA Board of Governors. The review process may take several weeks.

Section staff will notify you if the program is approved for co-sponsorship. Section Staff will coordinate efforts with the sponsoring entity.

**QUESTIONS**

If you have any questions, please contact Monica Anchondo, Program Associate at Monica.Anchondo@americanbar.org.