American Bar Association  
Section of Science & Technology Law  
Educational Program Guidelines and Procedures (not for CLE) 

1) Each educational program proposal must be approved by the committee’s Division Chair and SciTech’s Program Committee. Send your idea to your Division Chair for approval, and copy SciTech staff, barbara.mitchell@americanbar.org. Once your proposal has been approved by the Division Chair, it will be submitted to the Program Committee for final approval. This process should take less than 1 week.

2) After the program has been approved, the moderator or committee designee for the program must complete the form below, detailing the program title, description, speaker names and titles, and email addresses, and submit it to SciTech staff at least 4 weeks prior to the program.

3) SciTech staff will create a marketing flyer and will begin marketing the program to ABA members. The program’s registration link will also be posted on SciTech’s homepage.

4) If the program panel would like to conduct a pre-planning conference call, SciTech staff will assign a dial-in number.

5) For webinars, all final PowerPoint slides are due to Section staff three days before the program.

6) SciTech staff will coordinate a practice run of the program a day or two before the program is scheduled to be presented.

7) Speakers must complete a speaker release form, which will be provided by Staff.

8) A final confirmation email will be sent to all registrants 24 hours before the program with instructions on how to access the program.

9) During the presentation, all participants will be on a listen only mode. Participants will be instructed to email questions to the moderator (or designated person) during the presentation. Questions will be answered during the last 15 minutes of the program.

10) Final registration numbers and a copy of the program’s audiotape will be sent to the moderator and speaker within 24 hours of the program’s conclusion.

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ABA Section of Science & Technology Law
Educational Program Form (not for CLE)

**Step 1)** Send your program request to your Division Chair for approval.

**Step 2)** When your program has been approved, please complete this form and submit it to Barbara Mitchell, barbara.mitchell@americanbar.org.

1. Committee Name:

2. Program Title:

3. Proposed Dates:

4. Program Description:

5. Proposed Speakers: (Include name, title company email)

6. Teleconference_____ (Audio Only)  Webinar_____ (PowerPoint)

7. Intended Audience:

Has this program been approved by your Division Chair?_______ Yes  _______ No

Cost of Program: $15.00 SciTech Member; $25.00 Non-SciTech Member; $35.00 Non-ABA member