Thank you for your interest in an ABA Center for Legal Education Distance Learning webinar.

Please complete this proposal form and submit it to your Associate Direct (contact details at the bottom) This proposal helps you provide us with the information we need to begin the process of developing your webinar (e.g. a brief summary, learning objectives, proposed speakers, and target audience).

Any additional supporting materials are always helpful as well. Please note that course materials are an essential part of the webinar to receive CLE credit, including a PowerPoint.

Proposal submitted by: Click or tap here to enter name of submitter.

Your Title: Click or tap here to enter your title.
Your Firm/Organization: Click or tap here to enter the name of your organisation.
City/State: Click or tap here to enter your city/state.
Business Phone: Click or tap here to enter your phone number.
E-Mail: Click or tap here to enter email address.

Working title of webinar: Click or tap here to enter the proposed title of the webinar.

Proposed webinar date(s): Click or tap here to enter dates you suggest for the webinar.
The default presentation time is 1-2:30pm ET unless indicated otherwise.

CONTENT
Experience level: Beginner □ Intermediate □ Advanced □

Describe the target audience: Click or tap here to enter text.

Describe your proposed webinar. Click or tap here to enter text.
This will appear on the registration page.

Learning Objectives:
Please provide 3 to 5 learning objectives (bullet points) that the attendees are expected to learn. The objectives are what the learners will be able to accomplish by the end of the program.

Learning Objective #1: Click or tap here to enter text.
Learning Objective #2: Click or tap here to enter text.
Learning Objective #3: Click or tap here to enter text.
Learning Objective #4: Click or tap here to enter text.
Learning Objective #5: Click or tap here to enter text.

Well-constructed course objectives include:
- Performance – what a learner is expected to be able to do
- Condition – context or area of law
- Criterion – how well the learner must perform in order to be considered acceptable

Use verbs that describe the action you want the learner to take, according to the level of the program.
- Beginner = Knowledge, Comprehension
- Intermediate = Application, Analysis
- Advanced = Synthesis, Evaluation

Ethics:
Explain how the topic may qualify for ethics credit
Click or tap here to enter text.

MCLE:
Explain how the topic may qualify for MCLE credit and how much is being applied for
Click or tap here to enter text.

MARKETING
Please suggest any special marketing strategy or promotional ideas you may have for the program (social media handles or hashtags, Interest Group marketing, other sections of the ABA, etc.)
Click or tap here to enter text.

Please include any other comments helpful to support your proposal.
Click or tap here to enter text.

SPEAKERS
Please note that speaker diversity is required per the ABA’s Diversity Policy (see below). There must be one attorney in good standing on the panel or moderating for the program to qualify for CLE.

Please indicate of which ABA Sections, Divisions or Forums the proposed speakers are members:
Click or tap here to enter text.

Proposed Moderator
NAME: Click or tap here to enter text.
TITLE: Click or tap here to enter text.
FIRM/ORGANIZATION: Click or tap here to enter text.
CITY/STATE:  Click or tap here to enter text.

PHONE:  Click or tap here to enter text.

E-MAIL:  Click or tap here to enter text.

SOCIAL MEDIA:  Click or tap here to enter text.
(Twitter handles or LinkedIn/Facebook pages)

Licensed attorney in good standing:  Yes ☐  No ☐  N/A ☐

---------------------------------------------------------------

Proposed Speaker #1

NAME:  Click or tap here to enter text.

TITLE:  Click or tap here to enter text.

FIRM/ORGANIZATION:  Click or tap here to enter text.

CITY/STATE:  Click or tap here to enter text.

PHONE:  Click or tap here to enter text.

E-MAIL:  Click or tap here to enter text.

SOCIAL MEDIA:  Click or tap here to enter text.
(Twitter handles or LinkedIn/Facebook pages)

Licensed attorney in good standing:  Yes ☐  No ☐  N/A ☐

---------------------------------------------------------------

Proposed Speaker #2

NAME:  Click or tap here to enter text.

TITLE:  Click or tap here to enter text.

FIRM/ORGANIZATION:  Click or tap here to enter text.

CITY/STATE:  Click or tap here to enter text.

PHONE:  Click or tap here to enter text.

E-MAIL:  Click or tap here to enter text.

SOCIAL MEDIA:  Click or tap here to enter text.
(Twitter handles or LinkedIn/Facebook pages)

Licensed attorney in good standing:  Yes ☐  No ☐  N/A ☐

---------------------------------------------------------------

Proposed Speaker #3
DIVERSITY
The ABA expects all CLE programs sponsored or co-sponsored by the ABA to meet the aspirations of Goal III by having the faculty include members of diverse groups as defined by Goal III (racial or ethnic minorities, gender, sexual orientation, gender identity, and disability). This policy applies to individual CLE programs whose faculty consists of three or more panel participants, including the moderator. Individual programs with faculty of three or four panel participants, including the moderator, will require at least 1 diverse member; individual programs with faculty of five to eight panel participants, including the moderator, will require at least 2 diverse members; and individual programs with faculty of nine or more panel participants, including the moderator, will require at least 3 diverse members. The ABA will not sponsor, co-sponsor, or seek CLE accreditation for any program failing to comply with this policy unless an exception or appeal is granted.

The individual or individuals filling out the information on this proposal form certifies that the program proposed meets the ABA's Diversity Policy: Yes ☐ No ☐

If No, and you feel you cannot meet the Policy, you may request an exemption from the Standing Committee on CLE and you will have to explain why you cannot meet the Policy. Would you like to do that? Yes ☐ N/A ☐

Please submit your proposal to:

Dr. Martha-Marie Kleinhans
Associate Director, Educational Programs, Center for Legal Education
AMERICAN BAR ASSOCIATION | 321 North Clark Street | Chicago, IL 60654
T: 312.988.6204 | F: 312.988.5368
martha-marie.kleinhans@americanbar.org