The Program Committee’s primary function is to screen all program proposals including those for the ABA Annual Meeting. The criteria we will use to make program recommendations to the Officers are noted below. All committees are encouraged to submit a Showcase Program CLE proposal.

## Evaluation criteria

### Overall:

The ABA Annual Meeting program slate should:

- Reflect the breadth and depth of the Section’s three substantive divisions.
- Appeal to members of other ABA entities, as well as SciTech members.

### Program-specific:

- Panel Member Diversity is essential (race, gender, sexual orientation, disability, practice type, geographic, etc.).
- Timely (or “hot”) topics that are relevant to Section subject matter and activities are key.
- Subject matter that has been covered at the last annual meeting or two should not be proposed unless there is a significant update of broad appeal.
- Subject matter that will result in positive publicity for the Section is encouraged.
- Star guests, people of legal prominence or panelists who otherwise will draw a large audience, are desirable.
- Ethics credit draws an audience. (MCLE requires that model rules of conduct must be specifically addressed to qualify for ethics credit).
- Cool demonstrations, and/or interactive content, as part of the program are sought.
- Easy and inexpensive logistics are preferred. There may be limited support available from the ABA to support CLE Showcase programming, which might include some funding to offset program costs and complimentary hotel rooms for a limited number of speakers. Local speakers are encouraged.
- Anything that adds legal rigor and excitement is welcomed.

When you complete the “Annual Meeting Program Proposal” form, please take the opportunity to fill in the topics with a bit of salesmanship. Make it very clear how your proposal meets the criteria noted above, and highlight anything else that makes the proposal special.

## SciTech program submission process:

- Annual Meeting program submissions should be vetted and approved by SciTech committee and division chairs prior to submission to the Section. Committee and division leaders may provide proposed recommendations to enhance proposals. This process is necessary to ensure quality control.
- Submissions approved in the step above will then be reviewed by the Program Committee.
- The Program Committee determines which proposals are submitted to the ABA for consideration to be selected as an ABA CLE Showcase Program.
- Submissions that are not chosen for submission to the ABA for consideration as an Annual Meeting Showcase or as a Section Program will automatically be considered during the process as possibilities for other SciTech Section programming including CLE teleconference, webinar and live programs.
For a program to be eligible for CLE credit, it must meet the MCLE Baseline Standards for accreditation. Please [click here](#) for complete information.

**ABA Showcase Program Submission deadline is 3:00 p.m. Central on Friday, November 22, 2019**

1. Your Name, Firm, Address and Email address:

2. Proposed Program Title:

3. Proposed Program Detailed Description:

4. Intended Audience:

5. Complete this sentence with THREE learning objectives. By the end of the session, participants will be able to...

6. Describe any aspect of the program that will make the program unique, entertaining, or of special interest to attendees (or a segment of attendees):

**A Diverse Panel is Essential**

The ABA-SciTech Section promotes full and equal participation in the association, our profession and the justice system by all persons. Please help us gauge participation by providing relevant speaker diversity information.

Please **do not** formally invite moderators or speakers until your program has been approved by the Annual Meeting Program Committee.

7. Proposed Moderator Name:
   Moderator Affiliation:
   City and State:

   **Diversity Category**
   - [ ] W-Women
   - [ ] M-Minority
   - [ ] D-Disability
   - [ ] LGBT
   - [ ] N/A

8. Proposed Speaker #1 Name:
   Speaker #1 Affiliation:
   City and State:

   **Diversity Category**
   - [ ] W-Women
   - [ ] M-Minority
   - [ ] D-Disability
   - [ ] LGBT
   - [ ] N/A
Proposed Speaker #2 Name:  
Speaker #2 Affiliation:  
City and State:  

Diversity Category  
- W-Women  
- M-Minority  
- D-Disability  
- LGBT  
- N/A  

Proposed Speaker #3 Name:  
Speaker #3 Affiliation:  
City and State:  

Diversity Category  
- W-Women  
- M-Minority  
- D-Disability  
- LGBT  
- N/A  

Proposed Speaker #4 Name:  
Speaker #4 Affiliation:  
City and State:  

Diversity Category  
- W-Women  
- M-Minority  
- D-Disability  
- LGBT  
- N/A  

Proposed Speaker #5 Name:  
Speaker #5 Affiliation  
City and State:  

Diversity Category  
- W-Women  
- M-Minority  
- D-Disability  
- LGBT  
- N/A  

List Additional Proposed Speakers:  

9. Potential Co-Sponsoring Entities:  

Entity 1:  
Entity 2:  
Entity 3:  
Entity 4:  
Entity 5:  
Entity 6:  
Entity 7:  
Entity 8:  
Entity 9:  
Entity 10:
List Additional Co-Sponsoring Entities:

10. Program Format

  ___ Interactive Lecture
  ___ Plenary
  ___ Roundtable Discussion
  ___ Panel Presentation
  ___ Role Play
  ___ Case Study
  ___ Mini-Lecture
  ___ Breakout

Programs will be categorized into the following subject matter tracks. Please indicate the track in which your proposed program fits.

___ Professionalism and Ethics (P) This track addresses professionalism at the bar, with special emphasis on ethics and professional integrity, competence and independence, civility and advancing the justice system.

___ Solo and Small Firms (S) This track was created to be of special interest to solos and small firms, but the topics and substance provide fundamentals that can apply to lawyers in any size firm.

___ Technology and Business (T) Designed to explore the myriad and varied aspects of technology with specific emphasis on the Internet. These sessions show lawyers how to use technology to provide quality and efficient legal services for the client.

___ Litigation and ADR (L) This track focuses on issues pertinent to today's litigation and dispute resolution challenges to help lawyers pre-trial, in the courtroom and in mediation or arbitration.

___ Practice Basics (PB) This track will highlight programs that will assist new lawyers and those changing practice areas with a fundamental understanding of various areas of law.

___ Goal III Diversity (D) This track showcases sexual orientation, gender, disability, racial and ethnic diversity programs and events

___ Public Interest (PI) While relevant to lawyers in all settings, this track was created to be of particular applicability to attorneys and law students working in or concerned with public interest law, public service and legal services.

11. Has this or a similar proposal been previously submitted?
   Yes____ No____

   If yes, was it selected, which meeting and when?

12. Special Equipment or set-up:

13. Will this program qualify for ethics credit (Reminder – the model rules of conduct must be specifically addressed in order for the program to qualify for ethics credit)?

14. What are some ways this program could be repurposed into additional programming or content for members?
Please attach any additional program information.

**Before submitting your proposal to be reviewed by the Program Committee, it must be reviewed and approved by your Committee’s Chair and the Chair/Co-Chairs of your Division.**

Name of your SciTech Committee____________________________________

Has this proposal been approved by Committee Chair ___Y ___N  and by Division Chair ___Y ___N 

Please e-mail completed form to caryn.hawk@americanbar.org and leonel.dalamora@americanbar.org