Educational Program Guidelines and Procedures for Brown Bag presentations (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, Leonel De La Mora at leonel.delamora@americanbar.org. After 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, to include: the program title, description, and speaker names, titles and email addresses, and submit it to SciTech staff at least 4 weeks prior to the program.

3. SciTech staff 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 audio will be sent to the moderator and speaker within 24 hours of the program.
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11. Send your program request to your Division Chair for approval.

**Privacy, Security, and Emerging Technology Division**
Division Co-Chairs: Matthew Henshon  mhenshon@henshon.com  Elliot Golding  elliot.golding@squirepb.com

**Life & Physical Sciences Division**
Division Chair: Deborah Shelton  deborah.shelton@arentfox.com  
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**Interdisciplinary Division**
Division Co-Chairs: Jorge Contreras  ctreras@gmail.com  Lois Mermelstein  lois@loismermelstein.com

12. When your program has been approved, please complete this form and submit it to Leonel De La Mora, leonel.delamora@americanbar.org

Committee Name:
Program Title:
Proposed Dates:
Proposed Times:
Program Description:
Proposed Speakers (Include Name, Title, Email):

Teleconference via: _____ Audio Only or ______ Webinar (WebEx, PowerPoint)
Intended Audience:
Has this program been approved by your Division Chair? _____ Yes or _____ No

Cost of Program: $35 Non-Member; $25 ABA Member; $15 SciTech Member