It’s time to submit your Committee’s plans for the 2017 Business Law Section Annual Meeting in Chicago!

Creating a meeting experience that best serves the needs of our members, and offers a flexible CLE program model that our Committees desire, requires front-end focus and attention by all Committee Chairs. We are counting on you to help us build another successful Section Annual Meeting! In order to effectively market the meeting, it is critical that we have your Committee’s schedules soon. Please submit the following by Friday, May 19:

- **CLE Program Requests Forms**
- **Space Requests for Committee and Subcommittee Meetings**
  (By signing-off on, or marking changes to, your Committee’s pages of the [Committee Activity Worksheet](#))

**CLE Program Requests**

Committees may request the number of CLE programs they wish to present and will have flexible scheduling options.

It is important to note that originally the concept of not limiting the number of CLE programs a Committee could request was intended to give Committees that were staging great substantive content at Committee and Subcommittee meetings the opportunity to offer CLE credit for these shorter, one-hour sessions that take place in Committee meeting rooms. Instead, with few exceptions, Committees are trying to build more two-hour programs from the ground up, further taxing the availability of traditional large CLE program rooms, and creating additional programming conflicts.

Committees are encouraged to be very thoughtful about what a successful CLE lineup might look like and are encouraged to not be overly aggressive; the end product for each request should be comfortably achievable and of the high standard that is expected of all Section programs. Think quality, not quantity.
Committees have the option of requesting 60-, 90- and 120-minute CLE time slots, but please keep in mind that original materials and panel diversity are required of each CLE program, no matter the duration. As you plan your Committee’s CLE activities, we encourage you to rethink your strategy and perhaps limit your 90- and 120-minute requests to one or two programs, and if appropriate, request a 60-minute time slot for a substantive Committee or Subcommittee Meeting.

As always, you are strongly encouraged to develop joint programs and co-sponsorship relationships with other Committees who share the same interest or have cross-over in membership, expertise, and topics. The Programs Committee will be very much involved in identifying any topic and audience overlaps and suggesting co-sponsorships that Committees may not have submitted on their own.

Committees are not obligated to sponsor a CLE program to keep a future slot open. If your Committee doesn’t have a timely CLE program, it is perfectly acceptable to focus on the work of your Committee and Subcommittees at this meeting.

**Space Requests for Committee and Subcommittee Meetings**

No meetings will be scheduled automatically for any Committee or Subcommittee meeting. Committee Chairs must actively request space for each meeting the Committee wishes to hold at the Section Annual Meeting.

To give you some frame of reference, we have included a Committee Activity Worksheet, listed alphabetically by Committee, based on your participation at the 2016 Section Annual Meeting in Boston. The dates have been adjusted to reflect the Thursday to Saturday pattern of that meeting. CLE program time slots from 2016 were not included as placeholders on this worksheet. You have the opportunity to request dates and times for CLE program slots on the CLE Program Request Forms. These are not guaranteed as the Programs Committee needs time to review all submissions for possible topic and audience overlaps in specific time slots.

Please search for your Committee name and look very closely at the attendance numbers at your Committee’s activities at the 2016 Section Annual Meeting. In cases where there was single-digit attendance, think carefully about how to bolster attendance at those meetings or combine meetings if appropriate. Canceled meetings and scheduled meetings that had zero attendees at the 2016 Section Annual Meeting have already been removed, so be sure to indicate if any of these meetings should be reinstated.

It is imperative that you review this schedule carefully and confer with your Subcommittee Chairs to make any necessary changes by the May 19 deadline. The final, fully-vetted schedules will be posted on the meeting website the first week of June.
Once you have determined what your 2017 Section Annual Meeting schedule should look like, please mark up a hard copy of your Committee’s pages on the attached Committee Activity Worksheet and email them to Nicole Nikodem. If there are no changes, be sure to indicate that as well. Send by May 19 to:

Nicole Nikodem  
Ph: 312.988.5587  
Fax: 312.988.5578  
nicole.nikodem@americanbar.org  

Scheduling Tips

The following events should be considered and will likely affect the way you look at scheduling your Committee’s activities. Please note that Section Chair Bill Johnston has requested that no meetings or events are to be scheduled to conflict with the Section Luncheon and Section Dinner. These Blackout Periods are included below:

• The Council Meeting will take place on Thursday from 7:30 to 9:30 a.m. While it may be unavoidable not to hold CLE programs that overlap with the Council Meeting due to space limitations, you are encouraged to plan your committee’s activities in a manner that will allow you to attend the Council Meeting during this time slot. Please do not schedule full committee meetings during this time slot.
• The Section Welcome Reception will take place on Thursday night from 6:00 to 7:30 p.m.
• Committee Dinners should be planned for Thursday night after the Welcome Reception.
• Blackout Period: The Section Luncheon will take place on Friday from 12:30 to 2:00 p.m.
• Blackout Period: The Section Dinner will take place on Friday from 7:00 to 10:00 p.m., followed by a Section Hospitality Suite Crawl that runs until 12:00 midnight. Committees should not plan activities to compete with these Section-wide events.
• Additional administrative meeting dates and times will be announced later.

What are the REAL deadlines?

That’s probably the most frequently asked question by our busy volunteer leaders who are constantly juggling competing priorities. As we plan a large meeting in limited function space while trying to avoid topic and audience overlaps, keeping to the planning deadlines is critical for everyone. The attached 2017 Section Annual Meeting Planning Deadlines document was established in order to allow Section Staff and the Programs Committee reasonable time to carefully schedule all meetings in limited space while avoiding topic and audience overlaps. The deadlines also maximize
promotion time to help drive traffic to your Committee’s activities and to meet CLE-filing and materials-production deadlines.

We ask for your cooperation in considering these deadlines as the REAL deadlines, as late submissions can negatively impact Committee activities and unfairly create conflicts for those that planned ahead appropriately. Please communicate these deadlines to your Program and Subcommittee Chairs as well.

Section Staff will post deadline reminders leading up to the meeting in Leaders Digest, but you should keep the BIG-3 DEADLINES top-of-mind:

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline Requirements</th>
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<tbody>
<tr>
<td>Friday, May 19</td>
<td>All CLE Program Request Forms (titles and topics) as well as Committee and Subcommittee Schedules are Due</td>
</tr>
<tr>
<td>Friday, June 30</td>
<td>Detailed CLE Program Information Forms and Speaker Information Forms are Due (the detailed 50-word descriptions and the speaker names to be published in the Meeting Guide and for CLE filing)</td>
</tr>
<tr>
<td></td>
<td>Detailed Committee and Subcommittee Information Forms are Due (For substantive non-CLE topics that require descriptions and speaker information published in the Meeting Guide and on the meeting app)</td>
</tr>
<tr>
<td>Friday, August 4</td>
<td>Program Materials and Speaker Releases are Due (These all have to be filed at the same time, so if your Committee is late, filing is compromised for the CLE programs of all Committees)</td>
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**Do Speakers Have to Register?**

That’s probably the SECOND most frequently asked question, and the answer is always YES. We always ask our speakers to complete a registration form, whether or not they are one of a limited number of officially waived speakers that Committees have requested for special consideration.

Speaker registration fee waivers and travel expense reimbursements are limited to no more than two (2) speakers per CLE program. All other speakers at CLE programs are required to register for the meeting and pay the requisite registration fee. Please note that Committee Chairs should not request waivers for themselves for speaking on panels. The Section Chair, Officers and Committee Leaders of the Section all pay the requisite registration fee for attending the meeting.

Exceptions for CLE Programs should be rare, but Committee Chairs (or a designee of the Committee Chair) may request a waiver of the registration fee for additional speakers at CLE programs. These requests are considered and approved on a case-by-case basis, with most favorable consideration given in circumstances where panels have multiple government officials or in-house
Counsel presenters. Also please note that multiple registration fee waiver requests are considered more favorably when transportation, lodging and meal expense reimbursements are not required.

There are no automatic waivers for speakers at substantive, non-CLE Committee and Subcommittee Meetings. However exceptional circumstance waiver requests are also available for these types of meetings with the same sort of approval parameters and considerations as noted for CLE programs.

Committee and Program Chairs should not guarantee speaker fee waivers or expense reimbursements until approval has been granted. While there is not a special Speaker Rate at the Section Annual Meeting, speakers will have the option to register at the special Single Day Pass rate of $370 that is available for this meeting if they are only coming in for one day, or at the special Single Session rate of $225 if they are only coming to speak at one CLE program or Committee substantive session.

CLE Panel Diversity

New in 2017! The ABA has enhanced its diversity policy and now requires that panel diversity is increased based on the size of each panel. The Section enacted compliance of this policy for the 2017 Spring Meeting in New Orleans before we were required to do so. Thanks to the conscientiousness of our Committee and Program Chairs, the Section’s first effort in in assembling panels under the new diversity policy was successful! Now, that the policy is in full effect, you are required to plan your panels with the following mandatory diversity goals in mind:

Panels up to 4 (including the moderator): At least 1 diverse panelist
Panels up to 5-8 (including the moderator): At least 2 diverse panelists
Panel with 9+ (including the moderator): At least 3 diverse panelists

A diverse panel is comprised of at least one speaker who is a lawyer of color, a woman lawyer, a lawyer with a disability, or a gay, lesbian, bisexual or transgender lawyer. Please note, Young Lawyers that are not diverse will not count towards panel diversity as they have in the past. Please contact Leslie Archer at 312.988.5630 with questions.

The Section will not sponsor, co-sponsor, or seek CLE accreditation for any CLE program that does not satisfy this new diversity policy. There will be no exceptions. The Programs Committee and section staff will be tracking the diversity of your panels early on, and if it appears your program is non-diverse, you will be contacted by the Programs Committee who will offer their assistance in finding a qualified speaker. In accordance with the new ABA policy, a non-diverse program will be canceled or reclassified as a substantive non-CLE session, and speaker reimbursements will be reduced or eliminated.
**Building Attendance**

The Section’s Council would like you to carefully consider, coordinate, and plan your content at the Section Annual Meeting. Thoughtfully front-loading your CLE program requests with meaningful co-sponsors will go a long way toward building attendance. Then, with your CLE programs, Committee and Subcommittee meetings determined, think about ways to market your Committee’s work internally to your members and externally to those in the greater Chicago area so that attendance and participation at the Section Annual Meeting is maximized. The Section’s Marketing Team is able to assist in that regard.

**Procedure for Inviting Non-ABA Entities to Co-sponsor Programs**

If you are planning on inviting a non-ABA entity to co-sponsor a program, please indicate this on the [CLE Program Request Form](#) along with a brief explanation of how this invitation benefits the Business Law Section. The Programs Committee and Section Officers will consider these requests on a case-by-case basis and will notify Committee Chairs with any questions or concerns before submitting to the Section Officers for approval.

**We’re here to help!**

Thank you for your leadership & cooperation. If you have any suggestions on other ways to improve our meeting, I’m always happy to hear from you! Please contact me at [mark.page@americanbar.org](mailto:mark.page@americanbar.org) or 312.988.5635.

Enclosures:

- [2017 Section Annual Meeting Planning Deadlines](#)
- [Committee Activity Worksheet](#)
- [Committee Chairs Listing](#)
- [CLE Program Request Form](#)