

Submit a Proposal for the 2015 ABA Section of Dispute Resolution Spring Conference
“Solutions in Seattle”

Deadline for Proposals: September 5, 2014

The Conference will take place on April 15-18, 2015 at the Westin Seattle
The Section of Dispute Resolution seeks proposals for cutting-edge, timely programs with excellent speakers and presentation materials, on issues that will enhance attendees' professional skills and knowledge.

The Spring Conference is an opportunity for attendees to learn new skills, network with colleagues and old friends, share experiences, and be immersed in the dispute resolution field.

When completing the program submission form, be mindful of the following:

- Program presenters who are attending the conference must register for the meeting (presenters qualify for a discounted registration fee).
- Section of Dispute Resolution Committees have a significant role in developing programming for the conference.
- All presenters and organizers must read the instructions and be aware of the various requirements before submitting a proposal

Conference Overview:

Tentative Conference Schedule:

Wednesday, April 15th

ABA DR Section council and committee leadership meetings
Representation in Mediation Competition

Thursday, April 16th

Symposium on ADR in the Courts
Mediation Skills Programs
International Skills programs
Concurrent CLE Programs
Representation in Mediation Competition

Friday, April 17th

Arbitration Skills Programs
Concurrent CLE Programs

Saturday, April 18th

Legal Educators Colloquium
Diversity Workshop

Proposal Submissions

All conference proposals must be submitted online via the conference proposal form.

Section of Dispute Resolution Committees have a significant role in the development of conference proposals and sessions. Each committee is asked to submit at least one program in which it is the lead sponsor. Individuals interested in submitting programs are encouraged to identify and work with Section Committees to develop their programs. Individuals may also submit programs without committee sponsorship.

Proposal Review Elements

Please be aware that the proposal review process is rigorous and very competitive. The Conference Committee usually receives between 150 – 250 proposals for about 80 available programming slots.

The Conference Committee will consider the following elements in its review:

- Introduction of new and innovative concepts not previously covered;
- Importance of the subject-matter to the dispute resolution field or a sub-set within the field;
- Diversity of presenters' background and views;
- Confirmation of availability of all proposed presenters;
- Appeal to broad spectrum of attendees;
- Proposals that are interactive, skill-based, and/or audience participative
- Effective allocation of time to cover all proposed topics and presenters;
- Endorsement by a Section Committee
- Current membership in the ABA Section of Dispute Resolution and/or membership in Northwest collaborating organizations (membership is not a requirement for proposal acceptance).

Review Process

Each proposal will be assigned to one or more subject areas for review. Where the subject areas coincide with Section committees, the committee chairs or their designated representatives, as well as other reviewers assigned by the Conference Planning Committee, will review all proposals submitted in the track and recommend whether the program should be accepted for the conference. The Conference Planning Committee then reviews all of the proposals and the reviewer recommendations and makes the final determination as to which programs will be included in the final conference agenda. Notification of the decisions will be sent to proposal organizers by November 14, 2014.

The conference Planning Committee makes decisions based on attendee evaluations of past programs, demand and interest in particular topics and subject areas, with the goal of providing a diverse mix of quality programming for the attendees.

Types of Programs

Concurrent sessions

Most concurrent sessions will be either 60 or 75 minutes length. There may be a few concurrent sessions that are 90 minutes in duration. The presentations will generally fall into one of the subject areas which focus on varying substantive areas such as mediation, arbitration, negotiation, family, international, etc. Most concurrent sessions will be scheduled for Thursday, April 16th and Friday, April 17th. There will be between 5 to 11 concurrent sessions scheduled in each time slot. Attendance at individual concurrent sessions can range from 15 to 150 conference attendees.

Skills Programming

Skills focused sessions will be scheduled primarily on Thursday, April 16th and Friday, April 17th. It is anticipated that skills sessions will be separated into different subject matter groupings (international, arbitration, and mediation, for example).

Networking Programs

Networking programs are opportunities for presenters and attendees to have a less-structured and open dialogue on particular topics. Networking programs are NOT CLE programs; they are intended to provide a great deal of interaction amongst the attendees and the program facilitators.

Focused programming during the conference:

Symposium on ADR in the Courts

The Symposium focuses on the relationship between ADR and the courts and how they shape and influence each other. The Symposium audience consists primarily of court program administrators, academics, and experienced practitioners. There will be approximately 6 slots for 90 minute presentations and smaller group discussions on Thursday, April 16th. The Section's Court ADR Committee takes the lead on planning the programs for the Symposium.

Legal Educators Colloquium

The Colloquium focuses on the teaching of ADR in law schools and is directed toward law and graduate school professors, adjunct faculty, trainers and other experienced ADR practitioners and educators. There will be approximately 6 slots for 75 minute concurrent presentations and smaller group ("shoptalk") discussions on Saturday. The Section's ADR in Law Schools committee works with professors and trainers and well as other associations to plan the programming for the Colloquium, scheduled for Saturday, April 18th.

Diversity Workshop

Programs at the diversity workshop will focus on practical skills-based topics along with discussions of barriers and challenges to participation within the dispute resolution field.

Arbitration Skills Program

Arbitration skills programs will address the nuts and bolts of arbitration practice. Programs can be geared to novice practitioners, experienced practitioners, or both.

Mediation Skills Program

Mediation skills programs will provide something for new and experienced practitioners. From preparation for the mediation process, to communication skills, to impasse techniques, programs will give attendees the tools to improve their practice.

International Skills Programs

The International Skills programs will address the nuts and bolts of international dispute resolution practice. Programs can be geared to novice practitioners, experienced practitioners, or both.

Requirements for Accepted Programs

All proposal organizers and presenters listed on proposals should be aware of the requirements if their proposed program is accepted for the spring conference:

Conference Registration Requirement: All presenters who are attending the conference are required to register for the Conference. In recognition of panelists' contributions to the conference, all presenters receive a discounted registration rate. Presenters who are only coming to present at their own session and will not attend any other programs or events are not required to pay a registration fee but will be registered as a "Program Speaker." For these presenters, "program speaker" will be listed on their badge and they will only have access to their session.

The Conference first and foremost presents a unique opportunity for experienced ADR professionals to both learn from and share information with their colleagues and the Conference Committee expects all panelists to participate in the Conference in addition to their formal presentation.

Speaker release: All presenters will be required to sign and submit a speaker release.
Conference Materials: All conference sessions are required to present substantive written materials for each presentation. See CLE requirements below.

Schedule Constraints: Individual requests for particular presentation time slots cannot be guaranteed; if presenters have schedule constraints please indicate those constraints on the proposal submission form.

No Commercial Sessions: Proposals that promote commercially available products, services, or programs will not be accepted. The venue for commercially available products is as an Exhibitor or Advertiser. For more information about exhibiting and advertising see our [Sponsorship Page](#).

Limit on Number of Presentations per Panelist: The Conference Committee is committed to offering presentation opportunities for the largest possible number of participants. Because of the huge number of proposal submissions, and to encourage broad program participation, an individual may not be a presenter in more than two programs during the entire Conference.

If an individual is proposed for more than two panels, s/he will have to indicate in advance which panels s/he elects to participate in if s/he is accepted as a panelist in more than two proposals. This ranking should be included on the initial proposal so that the reviewing committee will know what the ultimate makeup of each panel will be as they review all proposals. Serving as a moderator is considered to be presenting. If you have questions about these requirements, please call one of the Section staff members.

Number of presenters on each program: There is no specific target or limit for the number of presenters listed on the proposal for each program. The number of presenters should be appropriate for the subject-matter and duration of the program. No matter the number of presenters, the program should be well-organized and individual presentations woven together. Proposals that list four or more presenters must demonstrate a significant need and specific role for each presenter.

CLE Requirements

Most conference sessions will be offered as Continuing Legal Education (CLE) programs and must meet certain constraints. Please refer to the CLE Baseline Standards below. The ABA requirements for CLE credit mandate that written materials, including a mandatory timed agenda, accompany each presentation. The bare minimum is a detailed two-page outline of the presentation with citations and supporting notes. Attendees expect additional materials such as popular or academic articles and white papers relevant to the topic. Papers and articles should be written by the speaker or the speakers must obtain the appropriate permissions in writing before the materials can be submitted. A thoughtful contribution of relevant written materials adds valuable information and resources which cannot be covered in the time allotted to most of the presentations.

Although MCLE rules and regulations vary from state to state, they generally agree that the following materials are not sufficient for MCLE purposes:

1. Mere topical outlines without citations or explanatory notations. PowerPoint presentations that are in a simple outline format will not suffice as the sole written materials, although they can make good adjunct materials.
2. Agendas
3. Copies of cases, statutes, or regulations (or similar documents – e.g., oral argument transcripts, party or amicus briefs, etc.) without customized materials (i.e., some kind of substantive analysis from the faculty)
4. Bibliographies or a list of other reference materials, such as Internet sites, standing alone
5. Hypotheticals without other course materials

Similarly, states generally agree that programs primarily designed to teach attorneys networking, marketing, rainmaking and/or business development skills do not qualify for CLE credit. However, if a program, or portion of a program, focuses on the ethical aspects of business development, such as conflict checks, that program, or that portion of it, may be eligible for CLE credit. *The Section of Dispute Resolution understands the need and importance of practice development and will offer such programs as a part of the conference even if they do not qualify for CLE credit.*

Session organizers must provide the required written materials no later than February 20, 2015.

All materials submitted by the panel organizer will be posted to the online site for conference registrants in advance of the conference. Registrants will be provided with the conference webpage or app, if available, to enable them to review and print any documents they desire to bring with them to the conference. *The Section will not print and hand out session materials at sessions.* Any additional materials provided to the ABA after the February 20^h deadline will be added to the web site following the Conference.

Baseline Standards for CLE Accreditation:

- Must be designed for and targeted to attorneys
- Must be organized program of learning with significant intellectual or practical content and the primary objective must be to increase each attendee's professional competence as an attorney
- Must deal with matters directly related to the practice of law, professional responsibility, or the ethical obligations of attorneys
- Must be conducted by an individual or group qualified by practical or academic experience
- Must have at least one attorney in good standing who actively participates (not just professionals from other disciplines—e.g., CPA, PhD, etc.)
- Must be conducted substantially as planned, including the named advertised faculty, subject to emergency withdrawals and alterations
- Must have sufficient course materials
- Must give attendees an opportunity to evaluate the program after the program
- Not all conference programs will be CLE sessions. Networking programs, committee business and social meetings, and other similar programs will not be offered as CLE programs and therefore will not be required to meet these CLE Requirements.

How to Submit a Program

Use the link below to access the proposal submission form. You will need to login when you first access the form (this is a completely new system this year, all users will need to create a login).

- Once you start a proposal you will be able to log back in and revise the proposal and change presenters as many times as you would like up until the September 5th deadline.
- A sample proposal submission form is included below the link to the online form. All submissions must be submitted via the online Proposal Submission Form.
- For questions about the conference planning process or the request for proposals, contact Gina Viola Brown with the ABA staff at gina.brown@americanbar.org.

[Go to the Conference Proposal Submission Form.](#)

Sample Proposal Form

All Conference Proposals Must Be Submitted Via the Online link above.

Page 1: Proposed Program information

Type of Program Requested *

- Concurrent CLE Program
- Skills Development Program
- Networking Program

Length of proposed program *

- 60 Minutes
- 75 Minutes
- 90 Minutes

Focused Programs

Please check one or more boxes below if you would like this proposal to be considered for one or more of the focused programs

- Symposium on ADR in the Courts
- Legal Educators Colloquium
- Diversity Workshop
- Arbitration Skills
- Mediation Skills
- Not applicable

Title of Presentation *

Limit to 15 words.

If your proposal is accepted, the title may be edited for the conference program.

Subtitle of Presentation

(recommended, but not required)

Description of Presentation *

Please describe the presentation in 100 words or less. This description will be published in the program book and on the website if accepted.

Presentation Outline *

Please include an outline detailing your presentation, including information about how you will allocate the time among topics and presenters. This outline is crucial to assessment of the proposal and subject area designation within the Conference. The outline will only be used for the purposes of reviewing your proposal. It will not be published.

Levels of Instruction *

The Section will assign Levels of Instruction, which are defined below. Please indicate which level best describes your proposed presentation. Attendees at the Spring Conference range from those who are new to the field to very seasoned practitioners. The conference committee will accept programs that represent broad variety in the level of instruction.

- Basic 
- Intermediate 
- Advanced 
- Multi-leveled 
- Not applicable

Conference Session Format *

Each proposal must select a Session Type.

- Panel and discussion hybrid 
- Panel presentation 
- Roundtable Sessions 
- Highly interactive 
- Other

If Other, please indicate below

Other Session Format

Audio/ Visual or technology requirements *

The Conference will provide each session room with the following:

- A head table for 4
- Two wired microphones on the head table (one microphone for each 2 panelists)
- LCD Data Projector and screen

Unfortunately, types of AV technology **NOT** possible include: Skype, internet access in the meeting rooms, lavalier and/or hand-held mics).

Please indicate whether the standard AV provided would work for your session or whether you will need additional AV such as sound if you are planning a video presentation:

- The Standard AV set is fine
- This session will require additional AV

Please indicate what is required below

Additional AV requirements

Scheduling Request for a particular date or time

Please note we cannot guarantee any particular schedule requests.

- Thursday, April 16th
- Friday, April 17th
- Saturday, April 18th

Diversity *

Indicate how this session will contribute to a diverse group of presenters, consistent with the goals of the Section. *The Section is committed to soliciting presenters with diverse backgrounds. (We consider diversity in terms of race, ethnicity, gender, physical disabilities as well as organizational perspective).*

Committee

If your proposal is sponsored by a Section of Dispute Resolution Committee or other ABA Section, committee, or entity, please list the committee or entity here

- Advocacy
- Arbitration
- Associate Members
- Collaborative Law
- Corporate ADR
- Court ADR
- Diversity
- Ethics
- Government
- Health Care
- Intellectual Property
- International
- Law School
- Mediation
- Ombuds
- Public Policy, Consensus Building, and Democracy
- Women in Dispute Resolution Committee
- Securities in ADR

Young Lawyers/Young ADR Professionals

Other

Other Committee

If you selected Other above, please indicate your proposed committee.

Will the presenters be able to provide session materials to meet the ABA's CLE Requirements? *

Yes

No

Has this proposed program been presented in its proposed format (or a very similar format) in other venues? *

Yes

No

Presented before

If you answered Yes above, please indicate where and when.

Practice area Track *

Advocacy in ADR

Arbitration - Domestic & International

Collaborative Law

Communications/Neuroscience/Psychology

Community track

Court ADR

Dispute Resolution Generally

Dispute Systems Design

Diversity

Elder Issues

Employment and Labor

Ethics

Family

Government

Health Care

Intellectual Property

- International
- Legal Educators Colloquium
- Mediation
- Mediator Ethical Guidance
- Negotiation
- Ombuds
- Practice Management and Business Development
- Public Policy
- Research
- Technology
- Tribal Issues
- Women in Dispute Resolution
- Other

Other Track

if you selected other above, please indicate your proposed track.



Add New Contact as Co-Presenter

NOTE: An email will be sent to each co-presenter.
Each co-presenter will be provided their own login with access to view only as a co-presenter.

Fields marked with * are required.

First Name

Last Name

Presenter Type

- Organizer Only
- Organizer and a Presenter
- Presenter Only

Email *

Organization

City

State

Presenter biographical URL

If you are a presenter and have a web page with additional biographical information, please include here

Biography

100 words or less, in paragraph form

Add Co-Presenter