Presenter Guide

This is an overview of information and requirements for presenters at the 2018 ABA Section of Dispute Resolution Spring Conference. Please save this document to refer to as you prepare for the conference.

Organizer and Presenter Orientation Webinars
Melissa Buckley and Gina Brown from the ABA staff will be hosting two webinars to go over organizer and presenter requirements and answer any questions. We will cover the same information in both webinars. 11/29 Update: Click [here](#) to view the webinar recording, and [here](#) for the slides.

**Option 1: Friday, November 10 at 2 pm ET**
Click [here](#) to add the upcoming November 10th webinar to your calendar.

**Option 2: Wednesday, November 29 at 1 pm ET**
Click [here](#) to add the Nov 29th webinar to your calendar.

Program Planning Deadlines
**December 5, 2017** is the deadline for:
- All presenters to submit a presenter agreement form
- All session organizers to submit the following information on the Program Finalization Form.
  - Revised session title and/or description
  - Session schedule requests
  - Any session presenter changes (including adding, subtracting, or replacing presenters)
  - Designating session CLE type (if applicable)
  - Additional presentation room set-up requests and/or audio-visual requests beyond the standard setup

**February 2, 2018** is the deadline for:
- Presenter bios and photos
- Presenters to register and pay conference fees (or request a one-program pass)
- Program and presentation materials (materials are required for CLE programs, highly recommended for all other programs)

Details and instructions for these requirements are outlined in full below. Click on each date to add reminders for the [December 5 deadline](#) and the [February 2 deadline](#) to your calendar. There is also a one-page checklist at the end of this document for you to keep handy.
December 5, 2017 Deadline

Presenter Agreement Form
We require all educational program presenters to submit the Presenter Agreement Form by December 5, 2017 to give the ABA your official speaker listing information and to indicate that you have read and agree to the requirements outlined in this guide. We cannot list you as a presenter on our materials until you complete this agreement.

Session Organizer Tasks
Each program has a designated “Session Organizer.” To keep information consistent and minimize confusion, we ask that the information under this heading come to the ABA only from the session organizers through the Program Finalization Form. The checklist at the end of this document also outlines whether a task should be completed by session organizers only or by each presenter on your session.

Program Finalization Form. On 11/8/17, Melissa Buckley emailed all session organizers a summary of their original program proposal and a link to the Program Finalization Form. This form is how you will submit your final program information to the ABA. You will notice that some questions on this form will ask you to confirm or make edits to information you submitted in your proposal, and some questions will be asking for entirely new information. When you submit changes to your program, those changes will be reviewed by ABA Dispute Resolution Section staff and you will be contacted if there are any questions and issues. For example, the Conference Standing Committee has a strict policy that no one speaker may appear on more than one program. If you add a speaker who is already designated to speak on another program, Section staff will notify you.

Please submit the Program Finalization Form with the below information by the December 5, 2017 deadline. Please only submit the FINAL version of this form once to avoid confusion. If you submit the form but then need to make edits before December 5, contact Melissa and she can send you an edit link.

- Session schedule requests:
Most educational programs will be scheduled as concurrent sessions of 60 minutes in length. The e-mail from Melissa on 11/8/17 identified the conference day or days that the program would most likely be scheduled. Session organizers should indicate in the Program Finalization Form if there is now a conflict with the scheduling information you were assigned, or if you prefer an option between two days offered. ABA DR Section staff will finalize the conference agenda and notify all organizers and presenters of the schedule assignment by the first week of January.
• **Revised session title and/or description**
  Refer to the email from Melissa to see the title and description you submitted with your proposal, and submit changes as necessary.

• **Session presenters**
  *Please provide the names and contact information for all confirmed presenters on your program*
  Please make sure your presenters are finalized and confirmed to attend, and that you are adhering to the rules that:
  - A program cannot have more than one speaker from the same organization or firm, moderator included, and
  - No moderator/speaker should moderate/speak on more than one 2018 Spring Conference educational program.

After December 5, we cannot add, drop, or replace presenters on the Conference Program that will be published on the ABA web site. When you submit your presenters’ contact information via the Program Finalization Form, ABA staff will then send them a welcome email with this Presenter Guide and the presenters will be asked to complete the Presenter Agreement form.

Please plan accordingly. If you add presenters near or on the December 5th deadline, those presenters will have a very short time during which they can complete their form.

• **Designating session CLE type (if applicable):**
  If you indicated to us in your proposal that you want your program to be offered for Continuing Legal Education (CLE) credit, please refer to the [MCLE Baseline Standards](#) to ensure that your program qualifies. Failure to meet the below accreditation requirements will result in programs not receiving CLE credit. Session organizers should indicate in the Program Finalization Form before December 5, 2017 what type of CLE credit their session should qualify for.

• **Additional presentation room set-up requests and/or audio-visual requests beyond the standard setup:**
  The Conference will provide each session room with the following standard AV:
  - A head table for 4
  - Two wired microphones on the head table (one microphone for each 2 panelists)
  - LCD Data Projector and screen

  Additional AV available – if requested by December 5th:
• If your presenters are planning to play a video, please let us know so that the AV set-up can accommodate sound.
• Flip Chart(s)

Types of AV technology that are NOT possible to provide include:

• Lavalier and/or hand-held mics

• Wired internet access in the meeting rooms. Any programs designed to rely on internet access should have a back-up plan (such as page views, in case the internet connection fails). We will have access to basic wireless internet access in the Washington Hilton meeting rooms. However, this wireless is not strong enough to support streaming videos or other data-heavy applications.

• The ABA Will Not Provide Laptops. If presenters are planning to show a PowerPoint presentation or project anything on the screen, someone from the panel is responsible for bringing a laptop. Presenters must provide any special adapters needed to hook Mac laptops to the LCD projector. Do not expect the audio-visual personnel to have power cords, adapters or thumb drives.

*February 2, 2018 Deadline*

**Presenter Short Biographies and Photos**

We ask that each presenter submit a short bio (a few paragraphs maximum) and photo to use to create your speaker listing on our mobile app and for CLE purposes. If you do not already have this information on your ABA profile, click here for instructions on how to upload it (if you have ever attended an ABA event, you have a profile, even if you are not an ABA member). If you do not have a profile, please email your full name, mailing address, and phone number to Ashley Jackson at Ashley.Jackson@americanbar.org so that she can create one for you.

If your bio and photo are uploaded to your ABA profile before February 2, 2018, you are all set – we will pull the information from your profile. If not, we will send you a VIP admin invitation to our mobile app so that you can upload your photo and bio there. All photos and bios must be received by the February 2 deadline.
All Presenters Required to Register and Pay Conference Fees

As stated in the request for proposals, 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. 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 Section of Dispute Resolution expects all panelists to participate in the conference in addition to their formal presentation.

Conference registration includes all four days of conference programming, from Wednesday, April 4th through Saturday, April 7th, networking breakfasts on Thursday and Friday, access to the exhibit hall, and the Thursday Conference Reception, committee meetings, and other networking and social opportunities. The discounted conference registration price for presenters is $375. The deadline for all presenters to register is February 2, 2018. Registration for attendees and conference presenters will open on November 13, 2017. To access the faculty registration page, click here. (this link will be live as of November 13th).

Presenters who can only attend one day of the conference have the option to purchase a one-day registration, also at a discounted cost for presenters. These rate options are available when you register using the above link.

One-Program Pass. Presenters who are not planning to attend any other conference programs can apply to the Conference Standing Committee Chairs for a one-program pass. There are two one-program pass options:

1. Presenters in the legal dispute and dispute resolution fields can apply for a $50 one-program pass to be able to only present on their program (and be listed in the marketing materials and be promoted as an ABA presenter).

2. Presenters in professions outside of the legal and dispute resolution fields who have been invited by the session organizers to present information that is valuable and relevant to the dispute resolution and legal practitioners and experts in the conference audience can apply for a free one-program pass.
Presenters who are approved for either type of one-program pass will receive a distinct “Program Speaker” badge that will restrict their conference access only to their program. Click here to apply for a one-program pass. The deadline to apply for this pass is February 2, 2018.

Conference Materials

All presenters are encouraged to provide written materials to supplement their presentations. Materials are required for CLE programs. All materials will be made accessible to attendees through the conference app. The Section will not provide any printed session materials at sessions. If the presenters wish for the attendees to have print-outs, the presenters must bring copies for the attendees.

Once we launch the app, presenters will receive instructions for how to upload your session materials to the app in a separate e-mail. All materials must be uploaded to the app by the February 2, 2018 deadline. The app allows each program to have several PDF files; there is a 10 MB limit for each file.

All materials should be submitted as PDF files and named with the following protocol:

Program ID, then the first three words of the program title, then three words describing the document/file, then the presenter’s last name.

For example:

367_Negotiation_Family_Dynamics_Law_Review_Article_Buckley

Conference App

The Section of Dispute Resolution uses a mobile app for our in-person meetings. The Spring Conference schedule, materials, presenters, and attendees will be managed with this app.

All presenters are asked to create a free account with the app provider, CrowdCompass, to be able to navigate the conference. Presenters can use the app to provide their information, upload materials, and connect with attendees. Once you create your account, it will carry over across the Section’s events. Once we launch the app (our targeted launch date is in early 2018), you will receive an e-mail invitation from “support@crowdcompassmail.com” to create your account. Because the e-mails from Crowd Compass often end up in spam filters, we will send a separate e-mail directly from our staff to make sure
that you see the option to access the app. Our app works on all smartphones and tablets, and it also compatible with web browsers on all platforms.

Sponsorship, Exhibiting, and Advertising Opportunities
As a Spring Conference presenter, you now have the opportunity to: • Advance dispute resolution • Build name recognition • Meet your intended audience face-to-face in one convenient location • Network for the future. Unfortunately, the administrative and actual cost of organizing and staging each individual session is not entirely covered by each attendee’s registration fee.

The 25th Anniversary year and 20th Annual Section of Dispute Resolution Spring Conference (25/20) annual sponsorship program provides you with the opportunity to demonstrate your expertise through continuing legal education, networking, professional growth, thought leadership and collaborative partnering with your peers. The theme of our conference is “Dispute Resolution in Complex Times,” and Complex Times are calling upon us to ask for your help to cover the expenses of a high-quality conference of this magnitude. Please consider the benefits you will receive by being part of the elite group of program presenters, and please be as generous as possible! Sponsorship opportunities are linked here. It is what we do together that will make the difference.

If you have any questions or just want to talk, please feel free to contact the great leaders of our Sponsorship Committee: Jaya Sharma, Elizabeth Carter, Stephanie Ball, and for law schools, Professor Nancy Welsh.

Questions?
Feel free to contact either Melissa Buckley or Gina Brown. To avoid duplication of requests, please only contact one DR staff person. We ask your understanding in that it may take a few days to respond due to the large amount of presenters.

Thank you for your commitment to making our conference a success!
Please see the following page for a handy Presenter Checklist.
Presenter Checklist
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