Presenter Guide

This is an overview of information and requirements for presenters at the 2019 ABA Section of Dispute Resolution Spring Conference. Please save this document to refer to as you prepare for the conference.

Organizer and Presenter Orientation Webinar

Melissa Buckley and Gina Brown from the ABA staff will be hosting a webinar on Friday, December 7, 2018 at Noon Eastern to go over the below organizer and presenter requirements and to answer any questions. Click here to add the webinar to your calendar. After the live webinar, we will send out the recording and slides.

Webinar login information:

Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join. https://zoom.us/j/921237926

Or join by phone:
Dial(for higher quality, dial a number based on your current location):
US: +1 669 900 6833  or +1 929 436 2866
Webinar ID: 921 237 926
International numbers available: https://zoom.us/u/acFTJE14MN

Program Planning Deadlines

December 19, 2018 is the deadline for:

- All presenters to submit a presenter agreement form (Presenter Agreement Form)
- All session organizers to submit the following information on the Program Finalization Form [ABA staff will send an individual Program Finalization form to each session organizer]:
  o Revised session title and/or description
  o Session schedule requests
  o Any session presenter changes (including adding, subtracting, or replacing presenters)
  o Designating session CLE type (if applicable)
  o Additional presentation room set-up requests and/or audio-visual requests beyond the standard setup

February 27, 2019 is the deadline for:

- Presenter bios and photos
- Presenters to register and pay conference fees
- 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. There is also a one-page checklist at the end of this document for you to keep handy.
December 19, 2018 Deadline

Presenter Agreement Form

We require all presenters to submit the Presenter Agreement Form by December 19, 2018 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 one 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 11/28/18, Melissa Buckley emailed all session organizers a unique link to their 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 the Conference Program Planning Committee. 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 19, 2018 deadline.

- Session schedule requests:
  Most educational programs will be scheduled as concurrent sessions of 75 minutes in length. The 11-19-18 e-mail from Gina Brown and the 11-28 e-mail from Melissa Buckley identified the conference day or days that the program would most likely be scheduled. Session organizers should indicate any scheduling requests on the program finalization form. Please note that we cannot guarantee any particular time slot or day.

  As of the December 19th deadline, ABA staff will begin assigning specific time slots. We try to distribute the programs over the conference schedule to reduce conflicts between programs and create a balanced schedule. ABA DR Section staff will finalize the conference agenda and notify all organizers and presenters of the scheduled assignment by January 14th. We cannot change the schedule to respond to any schedule requests submitted after December 19th.
• **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 e-mail address 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 Presenter Rules:

  • **Rule 1: “One Program Per Presenter.”** No moderator/speaker should moderate/speak on more than one 2019 Spring Conference educational program unless specifically approved by the Spring Conference Committee. There are limited opportunities to speak at the ABA Section of Dispute Resolution spring conference and the Conference Committee wants to make this opportunity available to as many individuals as possible. A Program Proposer may be a speaker or moderator on his/her proposed program subject to this foregoing restriction.

  • **Rule 2: “One Presenter Per Organization.”** A program cannot have more than one speaker from the same organization or firm, moderator included, unless specifically approved by the Section’s Spring Conference Committee. The “One Speaker from an Organization or Firm” Rule does not apply to a Diamond Sponsor organizing a Program.

  • **Rule 3: “Presenter Diversity.”** Program proposals must adhere to the ABA and Dispute Resolution Section’s diversity goals with respect to speakers. ABA Policy requires all CLE programs with three or more presenters to include at least one diverse presenter. According to the American Bar Association Policy, a diverse panel is comprised of at least one speaker from an underrepresented group in the profession such as a lawyer of color, a woman lawyer, a lawyer with a disability, or a gay, lesbian, bisexual or transgender lawyer. Program Organizers also should consider including qualified young lawyers on panels that are accepted. **Diamond Sponsors organizing a Program must adhere to this diversity requirement.**

  • **Rule 4: “Presenters Must Register.”** All conference speakers must register for the conference. It is the responsibility of the Program Organizer to ensure all their speakers are registered either as a speaker and an attendee for other conference programs and events (for which there is a registration fee) OR as “speaker-only,” which will limit the speaker to participate in only the one program for which they are a speaker.

We ask that you forward this Presenter Guidelines PDF to all presenters on your program and ask them to submit the Presenter Agreement Form. **Please plan accordingly. If you add presenters near or on the December 19th 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 19th 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 19th:

- If your presenters are planning to play a video, please let us know so that the Hyatt’s audio-visual 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 Hyatt 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 Hyatt’s audio-visual personnel to have power cords, adapters or thumb drives.

Changes after December 19th

Any change submitted after December 19th must be submitted on the form linked here.

After December 19th, any changes you attempt to make to your program will not be reflected on the Conference Program and Conference App for several weeks or possibly several months. Any attempted change after December 19th requires a significant amount of staff time because that change needs to be implemented on several different documents and platforms.
February 27, 2019 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 27, 2019, you are all set – we will transfer the information from your profile to the Conference App. We will not upload anyone’s bio or photo to the app after the February 27 deadline, although presenters will have the option to do so themselves after this date.

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 discounted registration rates. 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.

The deadline for all presenters to register is February 27, 2019. Registration for conference presenters will open at this link on January 4, 2019. See below for a summary of the presenter rate options. Presenters who select the “speaker only” option will receive a conference badge that limits their access to their one session; this limitation will be enforced by conference staff.

<table>
<thead>
<tr>
<th>Full Conference Rate</th>
<th>One Day Only Rates</th>
<th>Speaker Only</th>
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<tbody>
<tr>
<td>$375</td>
<td>$75</td>
<td>$50</td>
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<tr>
<td>Includes all four days of programs, breakfasts, Thursday reception and Friday Reception at the Minneapolis Institute of Art</td>
<td>Wednesday Court Symposium</td>
<td>Thursday OR Friday</td>
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<td></td>
<td>Only to speak on your session and not attend any other programs or events</td>
<td>$250</td>
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**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 and as an online PDF made available to all attendees. 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 uploaded to the app by the February 27, 2019 deadline will be available when the app goes live for attendees and will be included in the online PDF of materials.

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: 1042_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.

Once we build the conference schedule within the app (our targeted date is in early 2019), all presenters will be sent a “VIP” invitation to access their presenter profile on the app. On your presenter profile you will be able to upload materials and change or update your bio and picture.

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. The 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, we encourage you to consider the sponsorship, exhibiting, and advertising opportunities related to the conference.

Conference Marketing/Attendee Documents

December 10, 2018: Conference Registration Opens, Tentative Schedule and Agenda is available. The tentative schedule will include the program titles and organizer names for all accepted programs (unless the organizer has indicated to Melissa Buckley that they program is withdrawn).

Starting December 20, 2018: Distribution of print and electronic flyers, targeted to different segments of the dispute resolution market. The flyers will feature different programs and groups of programs, depending on the market segment.

January 14, 2019: Detailed Conference Program Agenda is available, with programs assigned to specific time slots and all confirmed presenters listed on the Conference Program.

March 8, 2019: Conference App goes live. All conference registrants are invited to access the App to review the schedule, programs, presenter bios, materials, etc.

Questions?

Feel free to contact Melissa Buckley, Gina Brown, or Ashley Jackson with the ABA Section of Dispute Resolution staff. 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 number 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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