



EQUAL JUSTICE CONFERENCE



Request for Proposals | Deadline: October 10, 2014

Guidelines, Procedures and Important Information

1. CONFERENCE OVERVIEW

The [American Bar Association Standing Committee on Pro Bono and Public Service](#) (ABA) and the [National Legal Aid & Defender Association](#) (NLADA) invite you to submit a session proposal for the 2015 [Equal Justice Conference](#). This conference is designed to bring together all components of the legal community committed to ensuring civil equal justice for the poorest, most disadvantaged people and communities in our society. In addition to those who work day-to-day to provide access to justice through legal services, pro bono and public interest programs, we continue to make a concentrated effort to increase the number of private lawyers (whether board members, bar leaders, law firm representatives or volunteer attorneys), judges, and other “partners” who provide so much support to access to justice initiatives. We also seek the participation of people in communities across the country that have regular contact with individuals seeking legal assistance in libraries, court clerk offices, and other community places.

Contributions made by the ABA and NLADA to advancing the equal justice movement over the last 100 years have been inextricably intertwined. Two specific goals of the conference include examining: 1) the role that public/private partnerships (pro bono and beyond) have played in helping to close the justice gap; and 2) lessons learned from our past efforts to define what it means to achieve equal justice.

Attendees will have over 80 sessions from which to choose, including those focused on expanding pro bono, innovative delivery systems, resource development, substantive law, diversity, community lawyering, holistic advocacy, business and transactional pro bono, and much more.

Conference programming will focus on the innovative and creative ways that the equal justice community has maximized and leveraged strategic and collaborative approaches, using a broad range of resources (including the private bar, staffed field programs, law schools, public service lawyers, members of the judiciary and others), to address inequities in our justice system. Proposals should explore the most current and relevant legal needs of those struggling to achieve access to justice including consumer debt collection and bankruptcy, managing an organization with limited resources, immigration, health care, housing, and new strategies for providing service.

2. PROPOSAL GUIDELINES AND PROCEDURES

- a. **DEADLINE:** Proposal submissions are due no later than **October 10, 2014**
- b. **SESSION CATEGORIES:** When selecting the *one* category that *best* describes your proposed session, please consider the following:

Pro Bono Programming: focuses on models utilizing volunteers to deliver legal services and all aspects of involving volunteers in access to justice, from recruitment to recognition

Partnership Programming: focuses on ways in which elements of the legal community such as court, bar leaders, etc. can support and promote pro bono participation in conjunction with legal services and pro bono providers

Substantive Law Programming: presents information on an area of substantive law, e.g. domestic violence

Management and Diversity Programming: addresses issues of nonprofit management and increasing diversity among staff and volunteers

Delivery Innovations Programming: presents advances in and inventive models of legal services delivery

Resource Development Programming: examines issues of funding and fundraising

Info Management and Technology Programming: discusses ways in which technology can be utilized to leverage the delivery of legal services by staff and volunteers

- c. **PANEL:** Panels should consist of **no more than three persons**. Panels should not serve as a platform for promotion of a particular program or project, but should reflect a variety of perspectives on the core topic that will appeal to the broadest audience possible.
- d. **SESSION LENGTH:** The vast majority of sessions will be 1.5 hours long. Conference planners will consider a very limited number of three-hour sessions, but the rationale for requiring a three-hour time slot must be explicitly and strongly articulated.
- e. **CONTENT:**
 - 1) A goal of the conference is to bring together people with different perspectives for open dialogue about innovative and powerful collaborative models that tackle inequities in the justice system. Proposals that fully explore **all** delivery models including pro bono and/or issues of diversity and inequity (disparate and unfair

treatment due to age, disability, religion, race, ethnicity, social class, sexual orientation, indigenous history, nationality, gender, or rural or other remote isolation, for example) into broader topics will be given special consideration.

2) Sessions should be designed with the assumption that facilitators will use their expertise to promote, guide and elicit discussion and problem solving, rather than simply talking at the audience. **“Talking head” panels will not be accepted.** The conference planners are particularly looking for proposals that reflect specific methods for insuring an interactive, “learn by doing” experience, beyond simply including time for questions and answers.

3) You should consider the diversity of conference participants and our community as a whole when arranging the faculty and content of your session. It is expected that you will make an affirmative effort to ensure that your trainers and materials reflect inclusion, diversity and cross-cultural competence.

4) Many attendees seek continuing legal education credit as one of the reasons they attend the conference. Your inclusion of substantive law and/or ethical issue discussion in your session plan will help conference planners obtain the maximum number of CLE credits available for the conference.

3. **PROCESS**

a. If your proposal is accepted, **ABA/NLADA reserves the right to make changes** in the recommended presenters, program and materials.

b. Proposals that are similar in subject matter may be accepted and merged at the discretion of the ABA/NLADA.

c. You will be notified by **December 12, 2014** as to whether your proposal was accepted or not. Please be patient. Conference planners anticipate receiving over 150 proposals and the selection process is always difficult given the quality of proposals submitted.

d. Your session will be assigned to one of the **EJC Working Groups**. A Working Group staff member will be designated to help guide you through the process. This person will be your primary contact leading up to the conference.

4. **OTHER IMPORTANT INFORMATION**

a. **Materials:** All presenters will be required to follow the workshop materials guidelines below:

1) EJC will provide you a template with which to prepare an outline illustrating the major points of each presenter. Presenters are then asked to consolidate individual outlines into one coherent document. Each workshop must submit an outline consolidating all of the presentations.

- 2) Additional materials should also be provided as appropriate.
- 3) Each session presenter must complete a copyright permission form (to be provided) or secure permission from the appropriate author or publication.
- 4) Each session presenter must submit a short bio not to exceed 150 words. These bios will be submitted to state agencies when applying for continuing legal education accreditation.

b. **Expenses and Trainer Registration:** The conference sponsors will provide meeting space, limited audio-visual equipment, publicity, logistical support and session evaluation. Continuing legal education accreditation, processing and reporting will also be provided.

If a proposal is selected:

- **all presenters will be expected to register** for the conference
- session developers and presenters who attend any training session other than their own are required to pay the appropriate registration fee
- **financial support from ABA/NLADA is extremely limited** and session developers and presenters are expected to support all expenses not described in 4.b. above
- organizations sponsoring a session are asked to support other related costs, including travel and lodging, or to assist the trainer(s) with obtaining support

Session developers and presenters, who attend only their session and no other part of the conference, can apply for a “workshop only” conference registration fee waiver. If approved, they must register for the conference so that their contact information is available to program attendees who might want to get in touch with them. EJC staff will provide information about how to request and register for “workshop only” waivers after proposal statuses have been announced.

Any meals or tickets to social events that are part of a full registration fee will be provided to paid, registered session developers and presenters. “Workshop only” registrants who wish to attend the reception or meal functions must purchase tickets separately to these events.