

# NATIONAL BAR ASSOCIATION

85th Annual Convention  
August 9 -13, 2010  
The Marriott New Orleans  
New Orleans, Louisiana

## Continuing Legal Education Seminar Request Form

### MEMORANDUM

**TO:** Section Chairs, Division Chairs, Regional Directors, and other Interested Seminar Sponsors

**FROM:** J. Robert Carr, J.D., L.L.M., Executive Director

**DATE:** December 8, 2009

**SUBJECT:** Seminars for the National Bar Association 85th Annual Convention

The National Bar Association (NBA) will hold its **85th Annual Convention on August 9–13, 2010 at The Marriott New Orleans in New Orleans, Louisiana**. We are expecting a record attendance at this meeting, and encourage you to plan quality seminars with stimulating content to meet the needs and interest of our growing and diverse membership.

The Association aims to provide the best Continuing Legal Education (CLE) curriculum that has ever been offered. We will continue to offer courses for those members who are new to the practice of law. However, we also want to offer more courses to experienced attorneys who are interested in expanding their areas of practice especially in evolving legal issues.

**Additionally, more and more jurisdictions are scrutinizing outlines and handouts for substantive content. In an effort to continue meeting these requirements, you are asked to carefully plan your seminars, engage your presenters early, and comply with the new CLE standards discussed below.** Also, you are required to declare your intended seminar status: “CLE Credits” or “Not for CLE Credits. Therefore, please pay careful attention to the sections labeled CLE Accreditation Standards. If your seminar will not meet the standards, do not request CLE accreditation. Also, please note that your program may be captured for our online continuing legal education programming.

Each NBA Section is required to sponsor at least two seminars during the Bar year, and most of these are offered during the Annual Convention. At least one two hour time slot will be reserved for each section and division for the presentation of a seminar at the convention. These time slots will be held until **February 19, 2010**, and each section, division, region, affiliate, individual or other sponsor will be limited to two seminars. **The sponsoring section/division shall pay the costs of each seminar offered.**

Please be sure to thoroughly plan your session prior to completing this form. Increasingly, our members rely on the seminars offered at the annual convention to justify the business expense of attending the convention. To do so, they need to have a complete description of the curriculum. Please make sure that your seminar titles and objectives are appropriately descriptive with substantive information that describes the area of law to be addressed. **Please feel free to consult with Maurice Foster or Stacy Stafford, and NBA Vice President Ellen Douglass (if you represent a NBA Section or Division) concerning topics, speakers and logistical details.** A list of previous seminars can be found on the NBA website ([www.nationalbar.org](http://www.nationalbar.org)).

As in previous years, each CLE session will be recorded and sales of the recorded seminar benefit the National Bar Association. **Therefore, we ask that you make sure that speakers know that their sessions will be recorded and that you secure the speakers written consent to have their presentation recorded for sale by the National Bar Association. Also, advise your speakers that seminars chosen for online presentation will be required to execute a release prior to recording.** Once you have selected your seminar topic, you should immediately attempt to secure panelists and confirm their participation in writing.

Each seminar shall have a moderator and no more than four (4) presenters or panelists. The moderator should not be a panelist unless there are three or fewer panelists. The moderator shall be responsible for administrative duties related to the seminar, such as distributing and collecting evaluations, securing attendance sheets, and seeing that handouts are given to attendees.

**I ask that you strictly adhere to the following deadlines to allow adequate time for inclusion of your seminar in the Preliminary Agenda for the 85th Annual Convention. The preliminary agenda will be mailed March 15, 2010. Please note that this is a deadline. Completed material will be accepted prior to this date. Call after 7 days to confirm receipt of your information. Allow ample time to meet each deadline. The NBA is not responsible for materials lost or misplaced in mail transmission. Therefore, all deadlines are final!**

<b>January 31, 2010</b>	<b>CLE Seminar Reservation Form</b>
<b>March 1, 2010</b>	<b>Completed Seminar Information Form</b>
<b>April 1, 2010</b>	<b>Assigned time slots distributed</b>
<b>May 1, 2010</b>	<b>Course Materials Due</b>

Please complete the enclosed seminar form(s) and return it to the following address or e-mail addresses:

J. Robert Carr/CLE Seminar  
National Bar Association  
1225 11<sup>th</sup> Street, NW  
Washington, DC 20001  
Fax: 202-289-6170

Email: [sstafford@nationalbar.org](mailto:sstafford@nationalbar.org)  
[mfooster@nationalbar.org](mailto:mfooster@nationalbar.org)  
[eowens@nationalbar.org](mailto:eowens@nationalbar.org)

If you do not receive an email confirmation, call to verify receipt.

**NBA SEMINAR CLE ACCREDITATION REQUIREMENT**

*All seminars are required to provide substantive handouts in accordance the required deadlines:*

*CLE Materials Due: May 1, 2010 (See Specifications below)*

**All seminars are required to provide substantive course handouts containing information commensurate with the complexity and content of the course.** Course materials must be provided to the NBA in accordance with the deadline listed above. Meeting this deadline does not prohibit providing additional handouts onsite. Seminars that do not meet the NBA deadline for filing with the states will not be listed in the program or listed in the program as “NOT AVAILABLE FOR CLE CREDITS”. Course materials need not be original material. It can include law review articles, copies of cases and annotations, laws and codes as well as any material commensurate with a high educational standard for teaching the substantive, ethical and practical skills of law. Some jurisdictions approve courses for professionalism, law office management and substance abuse. The NBA encourages courses of all kinds. **All materials should be submitted via electronic transmission only** (e-mail, CD or diskette).

**Submission of Course Material: (Deadline: May 1, 2010)**

Please email materials to:

Stacy Stafford, National Bar Association, 1225 11<sup>th</sup> Street, NW, Washington, DC 20001

Email: [sstafford@nationalbar.org](mailto:sstafford@nationalbar.org)

**Format**

For electronic transmission, the document must be prepared in the following formats:

- Microsoft Word
- Corel WordPerfect
- PDF

If you have any questions, please contact the NBA Office at 202-842-3900. Thank you for your cooperation.

Enclosure

cc: NBA Legal Education Committee

**Important Notice**

**Failure to comply with these instructions and deadlines will cause your seminar to be denied CLE credits and or not listed in the 85th Annual Convention Preliminary Agenda and 85th Annual Convention Program. Please feel free to contact Stacy Stafford, Maurice Foster and/or J. Robert Carr at the NBA Office for assistance: (202) 842-3900**

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**FORM I - SEMINAR SPACE RESERVATION REQUEST FORM**

*Submit a Separate Form For Each Seminar.*

**Deadline Due: December 31, 2009**

PLEASE TYPE OR PRINT CLEARLY.

NAME OF SECTION, DIVISION, ETC \_\_\_\_\_  
\_\_\_\_\_

TITLE OF  
SEMINAR: \_\_\_\_\_  
\_\_\_\_\_

THIS SEMINAR IS \_\_\_\_\_ IS NOT \_\_\_\_\_ FOR CLE CREDIT.  
THIS COURSE WILL \_\_\_\_\_ WILL NOT \_\_\_\_\_ INCLUDE HANDOUTS TO BE  
SUBMITTED TO THE NBA BY MAY 1, 2010.

\*OBJECTIVE OF  
SEMINAR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AREAS OF LAW TO BE COVERED: \_\_\_\_\_  
\_\_\_\_\_

**Contact:**

Name: \_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_  
\_\_\_\_\_

Firm Name or Employer: \_\_\_\_\_  
\_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

**\*THIS FORM IS NOT COMPLETE WITHOUT A STATEMENT OF SEMINAR OBJECTIVE(S)**

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**FORM II - SEMINAR INFORMATION FORM**

*Submit a Separate Form For Each Seminar.*

**Deadline Due: March 1, 2010**

PLEASE TYPE OR PRINT CLEARLY.

NAME OF SECTION, DIVISION,

ETC \_\_\_\_\_

TITLE OF

SEMINAR: \_\_\_\_\_

THIS SEMINAR IS \_\_\_\_\_ IS NOT \_\_\_\_\_ FOR CLE CREDIT.

THIS COURSE WILL \_\_\_\_\_ WILL NOT \_\_\_\_\_ INCLUDE HANDOUTS TO BE  
SUBMITTED TO THE NBA BY MAY 1, 2010.

\*OBJECTIVE OF

SEMINAR: \_\_\_\_\_

AREAS OF LAW TO BE COVERED: \_\_\_\_\_

**Moderator**

Name:

Title:

Firm Name or Employer:

Street Address:

City, State, Zip:

E-mail:

**\*THIS FORM IS NOT COMPLETE WITHOUT A STATEMENT OF SEMINAR OBJECTIVE(S)**

**Panelists:**

1. Name:

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Title:

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Firm Name or Employer:

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Street Address:

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City, State, Zip: \_\_\_\_\_

2. Name:

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Title:

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Firm Name or Employer:

---

Street Address:

---

City, State, Zip: \_\_\_\_\_

3. Name:

---

Title:

---

Firm Name or Employer:

---

Street Address:

---

City, State, Zip: \_\_\_\_\_

4. Name:

---

Title:

---

Firm Name or Employer:

---

Street Address:

---

City, State, Zip: \_\_\_\_\_

Please state 3 preferred

of seminar:

**MONDAY**

\_\_\_ Monday afternoon (2:30 p.m.- 4:30 p.m.)

**TUESDAY**

\_\_\_ Tuesday morning (9:30 a.m.-11:30 a.m.)

\_\_\_ Tuesday afternoon (1:00 p.m.- 3:00 p.m.)

\_\_\_ Tuesday afternoon (2:30 p.m.- 4:30 p.m.)

**WEDNESDAY**

\_\_\_ Wednesday morning (9:30 a.m.- 11:30 a.m.)

\_\_\_ Wednesday morning (10:00 a.m.- 12:00 noon)

\_\_\_ Wednesday afternoon (3:00 p.m.- 5:00 p.m.)

**THURSDAY**

\_\_\_ Thursday morning (9:30 a.m.- 11:30 a.m.)

Please provide the name of a contact(s) for this seminar if different from the moderator.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Firm Name or Employer:

\_\_\_\_\_  
Street Address:

\_\_\_\_\_  
City, State, Zip:

\_\_\_\_\_  
Phone: \_\_\_\_\_ Fax \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm Name or Employer: \_\_\_\_\_

\_\_\_\_\_  
Street Address:

\_\_\_\_\_  
City, State, Zip:

\_\_\_\_\_  
Phone: \_\_\_\_\_ Fax \_\_\_\_\_

E-mail: \_\_\_\_\_

**Certification:**

I certify that I have contacted the persons listed above, that they have agreed to participate, and that I have or will make written confirmation. I agree to obtain written releases from participants should this seminar be chosen for recording for online presentation, and to provide sufficient copies of handouts to seminar attendees.

\_\_\_\_\_  
**Name** **Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name of Section/Division**