



2019/2020 MAJOR PROGRAM PROPOSAL

Committee Name(s): _____

Submitter(s): _____

Program Title: _____

- Committee Co-Sponsors: - Indicate if consulted: _____
- Please mark (X) one: 2019 Annual Meeting _____ 2020 Midyear Meeting _____
- CLE hours requested: (mark X by which apply): General _____ Ethics/Professional Responsibility _____
- Please mark (X) presentation format: Workshop _____ Interactive Session _____ Panel _____ Individual Speaker _____

List Speakers and Contact information and whether you are seeking financial support for an individual non-member speaker. Please indicate which speaker will serve as the panel moderator where applicable. **All requests seeking funding to bring non-member speakers for programs must be approved in advance by the CLE Committee. Each request will be handled on an individual basis based upon a finite budget allocation for all programs. Non-member speakers may be approved for up to 2 nights' complimentary lodging and reimbursement of coach airfare up to a maximum of \$600.** If requesting more than \$600 of support for airfare, please attach a written statement explaining the reason for additional expense. If opportunities exist for a vendor speaker, the CLE Committee will go to its existing sponsors first to fill those speaking positions. **Sponsor/vendor speakers are expected to cover their travel and any speaker-related costs as well as provide a program sponsorship as outlined in the sponsorship prospectus.** A sponsor/vendor speaker is considered someone who works for a company that actively serves the legal industry and considers IADC members potential customers for the company's expertise or products. *IADC Headquarters should be contacted with any questions.*

Please Mark # of nights of complimentary lodging requested and if speaker will need airfare reimbursed. (Y/N)

Speaker Name:	Company/Firm	Email	Member or Non-member? (M/N)	Hotel	Airfare

PROGRAM SPECIFICS

Program Format: Prepare program description below using 100 words or less. The description should contain one sentence indicating how the program will be useful to IADC members. This description will be used in all promotional mailings for the meeting. Please craft your description to generate member interest. ***Please also list any materials you plan to use as the CLE Written Materials for this program.***

Please return the following to:
 Amy O'Maley McGuire, IADC Professional Development Director
 Email: aomaley@iadclaw.org
 Phone: 312.368.1494 Fax: 312-368-1854