

**AMERICAN BAR ASSOCIATION  
SECTION OF ADMINISTRATIVE LAW AND REGULATORY PRACTICE  
PANEL PROPOSAL FORM**

**PROGRAM NAME:** 2022 Administrative Law Conference  
**PROGRAM CHAIRPERSONS:** Christopher Walker, Susan Prosnitz and Bridget Dooling  
**DATE & LOCATION:** Thursday December 1 & Friday December 2, 2022 Virtual LIVE

The Program Chairs of the Administrative Law & Regulatory Practice Section invite you to submit a panel proposal for the 2022 Administrative Law Conference. **Deadline: June 15, 2022!**

**How to Provide a Panel Proposal:**

- (1) Write a catchy title and short description of the scope and goals of your panel;

Panel Topics: Typically, panels are 90 minutes long and feature one moderator and three or four panelists. Panelists typically speak for 10-15 minutes each, thereby leaving 15 minutes for Q & A. However, variety is welcome. Panels should provide cutting-edge information and analysis of timely topics, stimulate discussion and debate among the conference participants, and showcase interesting speakers. Keep in mind that 70% of the attendees are government agency attorneys, 10% are private practice attorneys, 10% are judges, and 10% are academics. Panels of interest can be practical, practice-oriented sessions or can focus on specific regulatory areas.

- (2) Recruit diverse speakers;

Diverse Speakers: Individual panels with faculty of three or four panel participants, including the moderator, will require at least 1 diverse member; individual programs with faculty of five to eight panel participants, including the moderator, will require at least 2 diverse members. Diversity is defined to include race, ethnicity, gender, sexual orientation, gender identity, and disability. In addition, speakers should provide a well-rounded spectrum of opinions and experience level and should offer differing perspectives (e.g. attorneys from various agencies, private practice, non-profits, judges, academics).

- (3) Identify relevant written materials; and

Written Materials: Because all panels must be designed to provide Continuing Legal Education (CLE) credit, substantive NEW written materials are required for each panel. Thus, each panel must include a written substantive document that is written specifically for the panel and explains clearly the learning objectives and content to be presented by all of the panelists, and this document should include material attendees can use to answer questions after the program is concluded. In addition to this newly-written piece, which can be a substantive power point (not just bullet points), older law review articles, papers, power points, regulations, or case citations should be provided. Questions? Contact [anne.kiefer@americanbar.org](mailto:anne.kiefer@americanbar.org).

- (4) Meet deadlines.

Deadlines:

**June 15, 2022** Submit this form to Anne Kiefer, [anne.kiefer@americanbar.org](mailto:anne.kiefer@americanbar.org). Include a complete and appealing program description and a list of speakers.

**June 25, 2022:** Date you will be notified if your panel is selected.

**July 5, 2022:** Submit final panel title, description, and confirmed speakers to Anne Kiefer, [anne.kiefer@americanbar.org](mailto:anne.kiefer@americanbar.org)

ONLY panels with a final title, full description and **CONFIRMED** list of diverse speakers will be included on the CLE request and the Final Agenda for this program.

**October 1, 2022:** Submit all CLE program materials, power points, biographies, and signed speaker releases to [anne.kiefer@americanbar.org](mailto:anne.kiefer@americanbar.org)

*"The American Bar Association has four core goals. Goal III seeks to eliminate bias and enhance diversity and inclusion in the Association, legal profession, and justice system. In adherence to Goal III, the ABA Board of Governors implemented a new Diversity CLE Policy that seeks to ensure that CLE programs sponsored or co-sponsored by the ABA include panel members of the following underrepresented diverse groups – racial and ethnic minorities, women, LGBTQ individuals, and persons with disabilities.*

*To help facilitate entity compliance with the Diversity CLE Policy and maximize opportunity, the ABA encourages you, should you self-identify within any*

of the above-mentioned demographic categories, to voluntarily update the demographics portion of your myABA member profile or otherwise share this information with staff organizing the CLE program.

*Providing this information is completely voluntary, and it will be available for review only by ABA staff employees. In accordance with the ABA Privacy Policy, demographic information is deemed 'sensitive personally identifiable information' and is not included in membership directories or registration lists. If you choose to provide this information, but later change your mind, you may opt out at any time simply by updating your member profile. Thank you for assistance with this important matter."*

I have read the panel requirements including the Section's Diversity requirements above, and I agree to adhere to those requirements and to develop and present a panel as described above, if approved by the Section. I understand that Section staff will provide all of the logistics for the program, and that I must provide information timely to staff members, especially to help them effectively market the program and to obtain the necessary signed speaker releases. I understand that I am responsible for ensuring that my panelists provide the required written NEW CLE materials by the deadlines as described.

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

Date: \_\_\_\_\_ Committee name (if applicable): \_\_\_\_\_

**PROVIDE THE FOLLOWING INFORMATION:**

- **Required: Panel Title**

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- **Required: Panel Description**

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- **Required: List of CLE materials expected to be provided**

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- **Required: List of Speakers with Name, Title, Affiliation, city & state, and email address**

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- **Required: Indicate whether your panel complies with the Diversity requirements**

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- **Voluntary: Target Audience & Possible ABA Co-Sponsors**

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