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

PROGRAM NAME: **2023 Administrative Law Conference**
PROGRAM CHAIRPERSONS: **Bridget Dooling, Andrew Emery, Susan Prosnitz, Christopher Walker**
DATE & LOCATION: **November 30, 2023 – December 1, 2023, Live New Virtual Platform**

The Program Chairs of the Administrative Law & Regulatory Practice Section invite you to submit a panel proposal for the 2023 Administrative Law Conference. <mark>**Deadline: June 16, 2023!**</mark>

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: The ABA supports proactive measures to ensure that individuals from all backgrounds are afforded fair opportunities to participate in CLE programs. All CLE programs sponsored or co-sponsored by the ABA will meet the objectives of ABA Goal III to eliminate bias and enhance diversity. Program organizers will invite and include prospective moderators and faculty members to create CLE panels that meet the objectives of Goal III. This includes, among others, moderators and faculty members from historically underrepresented communities e.g., racial and ethnic demographic groups/people of color, women, persons with disabilities, and LGBTQ+ individuals. 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.

(4) Meet deadlines.

Deadlines:

May 31, 2023 Submit this form to Anne Kiefer, anne.kiefer@americanbar.org. Include a complete and appealing program description and a list of speakers.
June 20, 2023: Date you will be notified if your panel is selected.
July 15, 2023: Submit final panel title, description, and confirmed speakers to Anne Kiefer, 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 15, 2023: Submit all CLE program materials, power points, biographies, and signed speaker releases to anne.kiefer@americanbar.org

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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RETURN THIS FORM TO ANNE.KIEFER@AMERICANBAR.ORG by May 31, 2023