**In particular we are looking for proposals in the following areas:**

* **Participating in administrative fair hearings (with mock hearings)**
* **Preparing vulnerable witnesses (with role playing)**
* **Examining and cross-examining vulnerable witnesses (with role playing)**
* **Evidence and Objections Refresher, introducing business records, exhibits, photos, medical records, illustrations, qualifying experts and subpoenas 101. (demo, role plays, or game show.)**
* **Legal and interdisciplinary ethics (with case studies)**
* **Practical discovery, depositions, drafting admissions, drafting interrogatories. (demo, role plays, drafting exercises)**

**Workshop Title (Maximum 100 characters and spaces.)**

**For tips on creating better session titles watch the short video clip at** <https://www.americanbar.org/groups/law_aging/events_cle/>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This proposal is in the following category (Select only One)**

|  |  |
| --- | --- |
|  | Elder Justice |
|  | Self determination / advance planning |
|  | Ethical issues |
|  | Guardianship and fiduciaries |
|  | Abuse, neglect, exploitation |
|  | Legal Service development and delivery |
|  | Interdisciplinary themes – how law and other professions differ or collaborate |
|  | Health care – Medicare - Medicaid- |
|  | Long-term care |
|  | Consumer law |
|  | Housing, nutrition, and other benefits |
|  | Income security |
|  | Social Security, SSDI, SSI, VA, Pensions |
|  | Understanding and serving diverse clients |
|  | Disability and older clients |
|  | Civility |
|  | Drafting skills for lawyers |
|  | Interviewing skills for lawyers |
|  | Administrative hearings |
|  | Trial skills for lawyers |
|  | Data / record keeping/ forecasting / measurement |
|  | Capacity, Supported Decision Making, dementia |
|  | Other (please describe): |

**Brief description for the Conference brochure (50 -word maximum)[[1]](#footnote-1): For tips and a simple formula for creating short session descriptions, watch the short video clip at** <https://www.americanbar.org/groups/law_aging/events_cle/>

**Three to five learning objectives** After this session participants will be able to \_\_\_\_: (Use action verbs such as: be able to articulate, describe, offer, draft, \_\_\_\_\_\_\_.)



**Details on the proposed program for consideration by the selection committee. (As short or long as you want to be.)**

Tell us about:

* Issues to be covered
* Presentation format
* How this session will advance the audience’s understanding of the issue
* Is the coverage of the issue from a research, policy, experience, or practice point of view?

**What phrases describe your target audience? (Check all that apply.)**

|  |  |
| --- | --- |
|  | **Basic** |
|  | **Experienced** |
|  | **Advanced** |
|  | **Litigation practitioners** |
|  | **Counseling and transactional advocates** |
|  | **Attorneys** |
|  | **Management, planners and supervisors** |
|  | **Policy advocates** |
|  | **Non-attorneys** |
|  | **Legal services delivery, development, funding reporting and measurement** |
|  | **Interdisciplinary approaches to law and aging** |
|  | **Other – (please describe)** |
|  |  |

**Preferred time for the workshop (check only one – no guarantee can be made on time):**

* **5 minutes (Lightening-Round Plenary Session)\***
* **60 minutes**
* **75 minutes**

\*Lightening-Round Plenary – this is the sixth year for this high-energy session. The session will begin with a keynote speaker for up to 15 minutes, then feature up to 8 speakers, with up 5 minutes each, and close with a wrap up speaker with up to 15 minutes. The session is 8:30 to 9:45 on Friday morning. The speakers are charged with “Wowing the Audience” in five minutes or less on an important or emerging topic in law and aging. The speakers prepare a short (1-10 slide) PowerPoint presentation due no later than October 18th, and must submit one or more pages of written materials describing the issue they are talking about by the August 18th written materials deadline.

**What kinds of written materials do you plan to use?**

**A preference will be given to proposals that use interactive “learn-by-doing” components to actively involve attendees in the workshop. Examples of interactive learning are:**

|  |  |
| --- | --- |
| * Case studies | * Role play |
| * Game show formats | * Break-out group discussions |
| * Use of audience polling | * Brainstorming |
| * Quizzes | * Small group activities |
| * Moot court | * Video vignettes |
| * Document drafting exercises | * Other creative methods |

**How will this session use “learning-by-doing?”**

**New This Year**

**Speaker Diversity Policy**

**The ABA Is Committed to Diversity in the Profession as One of Our Core Goals.**

**CLE Diversity Policy (as Approved by the ABA Board of Governors on June 11, 2016)**

*The ABA expects all CLE programs sponsored or co-sponsored by the ABA to meet the aspirations of*

*Goal III by having the faculty include members of diverse groups as defined by Goal III (race, ethnicity,*

*gender, sexual orientation, gender identity, and disability). This policy applies to all sessions or individual CLE programs whose faculty consists of three or more panel participants, including the moderator. Individual programs 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; and individual programs with faculty of nine or more panel participants, including the moderator, will require at least 3 diverse members. The ABA will not sponsor, co-sponsor, or seek CLE accreditation for any program failing to comply with this policy unless an exception or appeal is granted.*

**Not all diversity is obvious (disability, LGBTQ), and the planners do not know all of the proposed speakers. So, we need your help. If your proposal has three or more speakers, please confirm that your speakers meet the diversity standards described above by filling in yes on the line below. Please do not identify the diversity of any speaker, this information is personal and confidential and the RFP process is not sufficiently secure to collect and store that information.**

**I confirm that the proposed panel of speakers below meets or exceeds the ABA diversity standard described above \_\_\_\_\_\_\_\_ (fill in yes or no.)**

If you have questions about the diversity policy, please email [David.Godfrey@Americanbar.org](mailto:David.Godfrey@Americanbar.org)

**About the Speakers**

**Please include brief bios for all speakers.**

**Proposals with only one speaker will only be considered for the Lightening-Round Plenary session.** (Note for CLE accreditation, at least one speaker on each panel must be licensed to practice law in the USA – if you need help adding a lawyer to your panel, email David.Godfrey@Americanbar.org.)

**The lead presenter is responsible for informing all speakers of the obligation to register for the conference and pay. Please do this prior to submitting your proposal.**

**Lead Presenter**:

Name:

Title:

Organization:

Address:

Phone:

Email:

Other contact information:

Any known schedule conflicts:

Bio:

**Additional Speakers:**

Name:

Title:

Organization:

Address:

Phone:

Email:

Other contact information:

Any known schedule conflicts:

Bio:

Name:

Title:

Organization:

Address:

Phone:

Email:

Other contact information:

Any known schedule conflicts:

Bio:

Name:

Title:

Organization:

Address:

Phone:

Email:

Other contact information:

Any known schedule conflicts:

Bio:

(Repeat to add additional speakers if needed)

**Material Submission**

**Written Materials:**

All sessions are submitted for Continuing Legal Education (CLE) accreditation. For Continuing Legal Education purposes, we must receive substantive written materials no later than August 28, 2019

Written materials are provided in electronic format to all registered attendees. The rule of thumb for written materials is 10-20 pages per workshop or plenary session, with substantive references and citations. (For Rapid-Fire sessions we need at least a 1-page description of the issue and any legal connections for each speaker.) Think of these materials as background reading for attendees, helping the attendees understand concepts and providing more detail—these materials will serve as a foundation for the presentation you make in person at the Conference. There is no limit on the number of pages. Written materials are a great way to include materials beyond what you can expect to cover in your workshop.

PowerPoint presentations alone are generally not acceptable as written materials; written materials should be in the form of articles, briefs, essays, reports, summaries, or analysis. Previously published materials can be submitted as long as you can grant the ABA permission to reprint. Materials that are posted online, can be linked to from your materials, without the need for a release to reprint the materials. A PowerPoint that has enough detail to satisfy the CLE regulators is very difficult to follow; a PowerPoint that is easy to follow lacks the detail needed to earn CLE credit.

The conference organizers must be granted permission to reproduce all written materials under the terms in the standard ABA speaker agreement.

Written materials that fail to meet the standards for CLE accreditation may be returned for rewriting. If you fail to submit acceptable written materials or sign the speaker agreement by the applicable due dates, your program may be dropped from the agenda and replaced. The organizers reserve the right to edit or supplement materials for any session.

**PowerPoint Presentations and Other Materials:**

PowerPoint presentations for use during the Conference are a separate item from the written materials. PowerPoint presentations or other visual reinforcements are encouraged, but not required. For the Lightening-Round, we need PowerPoint slides by October 18, 2019, for all other sessions, PowerPoint slides are not needed until you arrive to present. If possible, please bring a laptop you are familiar with that has your PowerPoint slides already loaded.

**Proposal Submission and Selection**

Submit proposals as **Word** documents by email to [David.Godfrey@Americanbar.org](mailto:David.Godfrey@Americanbar.org).

We are unable to accept pdfs or handwritten proposals.

Email [David.Godfrey@Americanbar.org](mailto:David.Godfrey@Americanbar.org) if you need the Word template to submit a proposal.

All proposals must be received by March 1, 2019, to be considered.

By submitting this proposal, you agree to:

* Register and pay for the conference by July 12, 2019.
* Sign and return the speaker agreement within 30 days of being notified that your session is included on the agenda.
* Submit 10-20 pages of written materials as described above, no later than August 28, 2019.
* Attend the Conference and present the program.

Criteria for Selection:

* A focus on the issues as they impact older Americans with the greatest economic and social needs
* Focus on a national perspective (national audience)
* The use of interactive learning-by-doing techniques
* Appeal of the program to a wide audience of elder law and legal aid advocates
* Proposals that are likely to result in materials by the due date
* Great speakers – please remember to include brief bios or resumes for all speakers

Incorporation of the Conference theme (as appropriate): “**Empowerment”**

1. Yes, we will count, we reserve the right to edit, without your review. [↑](#footnote-ref-1)