



Call for Presentations

The Education Committee of the Philadelphia Chapter of the Association of Legal Administrators (ALA) is seeking your expertise in presenting high-level, relevant and thought-provoking ideas pertinent to the legal administration profession. Our Chapter is seeking qualified professionals to present topic-specific programs for March – December 2019, that will enrich the education experience of our membership and qualify for continuing education credit hours for our Certified Legal Manager (CLM®) credentialing.

OPEN CALL: February 4 – February 22, 2019

Proposals will be reviewed based on the following criteria:

- Is the topic content current, relevant, pragmatic and concise?
- Will the presentation answer the “How” to legal management issues?
- Will the presentation appeal to seasoned legal managers and administrators?
- Is the presentation well organized and designed to meet the needs of the legal management audience?
- Can the presentation content be delivered clearly and effectively in 1 hour?

DEADLINE FOR SUBMISSION: February 22, 2019. Submissions should be emailed to education@ala-phila.org.

Submission and Selection Process

Submission Requirements:

- Complete presentation either in PowerPoint or PDF format
- All hand-outs or supplemental resource material
- Speakers’ contact information: email, phone number and bio. 1 or 2 speakers permitted per presentation.
- Company logo (JPG or PDF version) for promotion and marketing purposes
- Up to (3) presentations may be submitted, but only one (1) presentation per Speaker or Business Partner will be selected.
- Information on past presentations delivered at ALA regional or national conferences including event, date and title of presentation
- Presentations should be emailed to education@phila-ala.org

Submission Timeline:

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| • February 4 | OPEN Call for Presentations |
| • February 22 | DEADLINE Call for Presentations |
| • February 23-27 | Selection Process |
| • February 28 | Speakers and programs announced |
| • March 4-8 | Confirm presentation dates with speakers |



Our Mutual Commitment:

- Speakers agree to have paid their 2019 sponsorship fee in full prior to presentation submission. Speakers that have not paid their annual sponsorship fee will not be considered.
- Speakers recognize that the presentation is not a platform for business promotion, but an opportunity to share information, knowledge and expertise.
- Speakers agree to the Chapter's Speaker Guidelines (page 3) and to have reviewed the ALA national policies.
- Speakers that submit presentations on similar topics will be notified and permitted to submit another presentation.
- Speakers should make themselves available to attendees via email or phone for follow-up questions post event.
- Speakers agree to keep confidential the attendee contact information. Do not share or distribute the information to any other party (within or outside of your organization).
- Speakers agree to pay their percentage of the cost for producing the event, per the terms of their Business Partner sponsorship (Platinum, Diamond, Gold, Silver, Bronze or Copper).

In turn, our Chapter will:

- Actively promote the event through emails, our Chapter website and social media (LinkedIn, Facebook and Twitter).
- Publicize the event to regional Chapters in PA, DE and NJ to maximize attendance.
- Provide speaker with the attendee list and evaluation survey results after the event
- Archive the presentation on our Chapter's website and publicize archives to members for review and self-study.
- Feature speaker and program in our Chapter President's Newsletter.

Presentation Topics:

We invite speakers to submit any topic-specific program that is current or trending within your field of expertise and relevant to Legal Managers and Administrators. Subject areas include Human Resources, Information Technology, Finance, Business and Operations Management, Marketing and Professional Development (Communication Skills, Writing Skills, Leadership/Management Skills).

To prevent duplication of topics presented in 2018 or that have been scheduled for 2019, we ask that you avoid the following subject areas:

- Harassment – Policies, protocols, regulations
- Data/Information Privacy – Current regulatory issues and best practices
- Cybersecurity – Do's/Don'ts for individual users
- Wellness Programs – Considerations for starting a Wellness program
- Employee Engagement – What it is and why it is important

If you have questions, or need additional information or guidance on creating a topic-specific program for our membership, please do not hesitate to contact our Education Committee: Marie Von Feldt, Andrea LeRoy and Bob Tague at education@phila-ala.org.



Speaker Guidelines

The Philadelphia Chapter seeks to promote and enhance both the competence and professionalism of legal management. In our learning events we strive to:

- Cover current issues affecting legal managers
- Provide comprehensive, competency-based educational programs that offer appropriate levels of knowledge and skill-building opportunities
- Provide educational opportunities led by recognized experts in the field
- Offer continuing education credits for the Certified Legal Manager (CLM®) designation

In addition to providing competency-based content, the Chapter expects all speakers to comply with guidelines set forth by the Chapter:

- Speakers are prohibited from overtly selling or promoting any product or service during the presentation and from denigrating any competitor, whether implied or in fact.
- Speakers agree that education content including presentations and hand-out materials presented to members of the Chapter, becomes the property of the Chapter. Speakers grant the Chapter the right to use, reproduce, archive, distribute, post on the Chapter's website or share on social media, in whole or in part, the education content for the benefit of the membership.
- Speakers cannot substantially modify their presentations from the approved version. Substantial changes to a presentation must be reviewed and approved by the Education Committee.
- Speakers can co-present, but a panel discussion is not an acceptable format for credentialed education programs.
- Speakers are expected to be sensitive to diversity regarding race, color, religion, sex, gender identity, national origin, age, disability and political affiliation or belief. The Chapter asks that speakers use inclusive language strategies that demonstrate respect for all individuals and cultures.
- Speakers should be sensitive to their choice of language and use of anecdotes. Use non-sexist language throughout presentations and avoid gender-biased comments (e.g., assuming all secretaries are female, all lawyers are male). Personal political and religious comments are also off limits. For our specific audience, it is also necessary to avoid "lawyer bashing" since attorney-managers will be part of your audience base.
- Speakers can offer CLE, SHRM Professional Development or other relevant continuing education credits to the Chapter's membership and are encouraged to do so.

ALA National Guidelines and Policies

Speakers are asked to review guidelines and policies set forth by the ALA:

ALA's Member-to-Member Non-Solicitation Policy:

<http://www.alanet.org/docs/default-source/default-document-library/3-ala-non-solicitation-policy.pdf?sfvrsn=0>

ALA Antitrust Guidelines:

<http://www.alanet.org/docs/default-source/governance-documents/antitrust-guide.pdf?sfvrsn=0>

Association of Legal Administrators Speaker Guidelines for ALA Conference Presenters:

<http://www.alanet.org/docs/default-source/Speaker-Resources/speakerguide.pdf?sfvrsn=2>