**2020 ACC Annual Meeting**

**Call for Programs Guidelines**

**INDIVIDUAL MEMBERS**

ACC offers its members an opportunity to submit program ideas for the ACC Annual Meeting. Any member submitting a program idea will be responsible for organizing their session if it is selected for presentation at the Annual Meeting in Philadelphia, PA, October 13-16, 2020.

**QUESTIONS?**

Contact Rachel Okolski, Associate General Counsel & Director of Program Development, okolski@acc.com

**Preparing & Submitting Program Ideas**

1. Review the list of pre-selected curricula below for general guidance on the types of programs generally presented at the Annual Meeting.
2. Submit up your program idea(s) online at <https://accmeetings.mtiley.com/events/AM20/CallForPrograms.aspx>.
3. Once the program information is entered, select a submission status: “Save & Edit Later” or “Final Submit.” You can update the status later, however, **only programs marked “Final Submit” on Monday, January 6, 2020 will be considered for selection**.

**Submission deadline:**

**Monday, January 6, 2020, 11:59 PM PST (UTC-8:00)**

**2020 CURRICULA**

*Will represent most programs selected, but do not hesitate to submit ideas outside the scope of this list.*

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| --- | --- |
| * Business & Leadership
 | * Government Regulation
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| * Career Development
 | * Health Law
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| * Compliance
 | * Information Governance
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| * Contract Drafting
 | * Intellectual Property
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| * Corporate Governance
 | * Law Dpt. Management/Legal Ops.
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| * Cross-border/Global
 | * Litigation and Dispute Resolution
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| * Data Privacy & Security
 | * Negotiations
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| * Employment & Labor
 | * Social Media
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| * Environment & Energy
 | * Technology
 |
| * Ethics
 |  |

**Speaker Selection**

**What to Know Now**

* **DIVERSITY STATEMENT:** ACC endeavors to ensure that all programs at its meetings are presented from diverse perspectives. Please assist with this effort by proposing speaking candidates that are diverse not just in terms of type of work experience, years of work experience, law department size and geographic location, but also gender, race, ethnicity, sexual orientation and physical abilities.
* Speakers may not present for more than **two consecutive years**.
* **In-house Counsel Ratio**: Per session, the number of non-in-house counsel should not outnumber in-house counsel without prior approval from ACC.
	+ Approved non-in-house speakers will be issued a day pass for the day of their speaking engagement.
* Panels may consist of a maximum of **four (4) speakers total**.
	+ Up to three (3) in-house speakers per panel will receive a complimentary registration.
	+ Additional in-house counsel speakers will receive a discounted registration.
* **Outside counsel and/or legal service providers** may speak on panels only if their organization is a sponsor of the 2020 Annual Meeting.
* Additional guidelines will be provided following program selection. ACC reserves the right to decline speakers if they do not meet the criteria.

**TIPs for Submitting Program Ideas**

Propose programs with **creative and unique methods of presentation**. Programs incorporating audio/video, hypotheticals, games or other fun learning techniques are very competitive.

Consider the pre-determined **curricula** and where your program idea would fit best. These were determined based on history and popularity to meet demonstrated member needs.

Present **fully developed program submissions**. Proposals that provide descriptions with specific, practical objectives and promise takeaway materials will have a significant advantage.

Include objectives that appeal to **globally minded** in-house counsel.

Submit more **advanced-level program ideas**. Attendees consistently ask for more in-depth information. A maximum of one beginner-level program will be selected per network.

**Avoid generic program proposals** on a popular topic; the competition is likely to be strong.

Consider the **types of speakers** you intend to seek for your program prior to submission. Securing speakers and attendees for extremely narrow topics can prove to be challenging.

**QUESTIONS?**

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