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**2020 ACC Annual Meeting**

**Call for Programs Guidelines**

**NETWORK**

Every year, ACC offers its networks the opportunity to submit program ideas for the ACC Annual Meeting. Networks will be responsible for organizing their selected sessions at the Annual Meeting in Philadelphia, PA, October 13-16, 2020.

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**Preparing Program Ideas**

1. Review the **sample submission spreadsheet** provided to prepare submissions.
2. Confirm the estimated **number of programs** your network will be awarded for the 2020 Annual Meeting, pending AM19 evaluation results.
	* Awards are based on a variety of objective and subjective factors, including past session attendance and feedback, network size and engagement, member feedback, and recent awards.
	* The “plus two” requirement is designed to help ACC reconcile networks’ overlapping program ideas during the selection process.
3. Begin brainstorming program ideas by reviewing the [**data memos**](https://www.acc.com/2020-networks-data-memos) provided by ACC HQ outlining the network’s past program submissions, attendance at past sessions, online event participation, popular written legal resources and forum discussion topics, and more.
4. Review the pre-selected **curricula** [**chart below**](#Curricula) and consider where your program ideas might best fit (please indicate multiple curricula, when appropriate).
5. **Joint Submissions:** Collaborate in advance with other networks’ Program Chairs to develop joint submissions that cross practice areas. A limited number of similar programs can be hosted, and joint submissions demonstrate a higher level of member support.
	* Only ONE network should submit the joint proposal (“primary network”), designating the joint network in the appropriate field on the submission form (“secondary network”).
	* The proposal will only count toward the primary network’s submission count, however, the secondary network will receive all the same benefits and responsibilities as the primary network (assist with program development, fill speaker slots, receive attribution on all Annual Meeting materials).
6. **Rank** your program submissions in order of the network’s preference. While rankings will not guarantee selection, they will be weighed heavily during the final selection phase.
7. **Sponsor Participation:** If one of your ideas is not well suited for sponsor participation, please indicate that in the appropriate section of the submission form.

**2020 CURRICULA**

*Will represent most programs selected, but we welcome submissions outside the scope of this list.*

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

**Number of Programs by NETWORK**

|  |  |  |
| --- | --- | --- |
| Network | Annual Meeting Program Slots | Required Program Idea Submissions |
| Compliance & Ethics | 5-6\* | 8 |
| Corporate & Securities | 4-5\* | 7 |
| Employment & Labor | 5-6\* | 8 |
| Energy | 2 | 4 |
| Environmental & Sustainability | 2 | 4 |
| Financial Services | 3 | 5 |
| Health Law | 4 | 6 |
| Information Governance  | 3 | 5 |
| Insurance Staff Counsel | 1 | 3 |
| Intellectual Property | 5-6\* | 8 |
| International Legal Affairs | 5-6\* | 8 |
| IT, Privacy & eCommerce | 5-6\* | 8 |
| Law Department Management | 5-6\* | 8 |
| Litigation | 5-6\* | 8 |
| New to In-house | 2 | 4 |
| Nonprofit Organizations | 2 | 4 |
| Real Estate | 2 | 4 |
| Small Law Departments | 5-6\* | 8 |
| Sports & Entertainment | 2-3 | 5 |

\**Any network awarded four or more programs must submit at least: one globally focused idea and two advanced-level program ideas.*

**SUBMITTING PROGRAM IDEAS**

By **Monday, January 6, 2020**, go to the “Call for Programs” link at: <https://accmeetings.mtiley.com/events/AM20/CallForPrograms.aspx>

1. Log in to the submission portal by selecting your committee, entering the password provided and the relevant contact information.
2. Click on the “Add Program Idea +” button to begin.
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 January 6, 2020 will be considered for selection**.
4. Click “Save Program Idea” and close the box to return to the main screen and add another program idea. (Repeat steps 1-4 as necessary to enter all submissions.)
5. Once all program ideas are entered, use the arrows to rank your submissions according to your committee’s priority preferences.
6. Once rankings are complete, click “Finalize Ranking.” You will receive an email confirmation of your finalized program submissions.

**Submission Passwords**

|  |  |
| --- | --- |
|  Committee |  Password |
| Compliance & Ethics | CENAM20 |
| Corporate & Securities | CSNAM20 |
| Employment & Labor | ELNAM20 |
| Energy | ENAM20 |
| Environmental & Sustainability | ESNAM20 |
| Financial Services | FSNAM20 |
| Health Law | HLNAM20 |
| Information Governance | IGNAM20 |
| Insurance Staff Counsel | ISCNAM20 |
| Intellectual Property | IPNAM20 |
| International Legal Affairs | ILANAM20 |
| IT, Privacy & eCommerce | ITPECNAM20 |
| Law Department Management | LDMNAM20 |
| Litigation | LNAM20 |
| New to In-house | NTIHNAM20 |
| Nonprofit Organizations | NONAM20 |
| Real Estate | RENAM20 |
| Small Law Departments | SLDNAM20 |
| Sports & Entertainment | SENAM20 |

**Important Dates**

|  |  |
| --- | --- |
|  Item |  Date |
| Program Chair Training Call | Wed., Nov. 20, 2019 |
| Program Idea Submission Deadline | Mon., Jan. 6, 2020 |
| Program Selection Notifications Sent | Fri., Feb. 14, 2020 |
| Program Organizer Submission Deadline\* | Mon., March 2, 2020 |
| Program Organizer Training Call | TBA |
| Speaker Submission Deadline\*\* | Fri., May 1, 2020 |
| Course Material Submission Deadline | Fri., Aug. 28, 2020 |

*\*ACC confirms Program Organizer and speaker submissions on a rolling basis.*

*\*\*Additional faculty selection rules and guidelines will be provided following program selection. ACC reserves the right to decline faculty if they do not meet these criteria.*

 **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 Preparing Program Ideas**

**Collaborate with other Networks** who may be submitting similar program ideas. The broader appeal of joint submissions justifies extra consideration from the advisory board.

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?**

Contact your network liaison or Rachel Okolski, Associate General Counsel & Director of Program Development, *okolski@acc.com*