



PROPOSED PRESENTATION / SESSION SUBMISSION FORM AND GUIDELINES

2020 ACC AUSTRALIA IN-HOUSE LEGAL NATIONAL CONFERENCE

This year's National Conference is to be held **15-17 November**, at the **Melbourne Convention and Exhibition Centre (MCEC)**, at 1 Convention Place, South Wharf, with the following features:

Sunday, 15 November	2.00pm-5.00pm	2 x Masterclass workshops
	3.30pm-5.00pm	New Member event
	5.00pm-7.00pm	Welcome event
Monday, 16 November	9.00am-4.45pm	Day One of conference with a mix of plenary, concurrent sessions and roundtables
	6.30pm-11.00pm	National Awards Pre-Drinks and Dinner
Tuesday, 17 November	9.00pm-5.00pm	Day Two of conference with a mix of plenary, concurrent sessions and roundtables
	5.00pm-7.00pm	Post-conference Function

Conference programming will prioritise:

- Subject matter on a diverse range of topics (something for everyone)
- New and innovative subject matter and delivery style
- Inclusion of smaller roundtable discussions for special interest groups (status categories such as CLO Club, New to Inhouse and Sole Legal Officer (or member of 2-3 lawyer team))
- Industry-based networking groups are catered for through round table discussions
- New speakers and original material specific to the lives of in-house lawyers
- Sessions which ensure member engagement and interaction
- Sessions catering to the four VARK learning styles (Visual, Audial, Reading and Kinaesthetic)
- Showcases allowing for shorter and longer presentations, where a show case will run for one hour featuring several presentations (for example 2 x 12 minute, and 1 x 25 minute presentations running back-to-back)

Content can be delivered in **12, 25, 55** or **85-minute** time-frames (depending on depth of knowledge sharing and level of interaction required to meeting learning objectives).

We welcome member submissions.



SUBMISSION INSTRUCTIONS

Your submission can be typed directly onto the form provided in this document, or you can use your own preferred template. Please ensure you include all information requested and acknowledge acceptance of submission terms and conditions.

The due date for submission is Friday 10 April 2020.

Papers should be submitted electronically to Karina Butera, Head of Programs, programdevelopment@accglobal.com.

Papers will be selected after review by members of the **National Conference Program Committee (NCPC)**. The author(s) of the selected sessions will be notified by Friday 8th May 2020 and will need to provide ACC Australia with the final session outline including presenter biographies and professional head shots for promotion before Friday 22nd May.

Please be advised that if your session proposal is successful, ACC Australia will provide a **complimentary registration** to the presenter(s) to attend the conference, including the Welcome Event and National Awards Dinner. Presenter(s) will be responsible for paying for their accommodation, travel and incidental expenses.

SUBMISSION TERMS AND CONDITIONS

In submitting your proposed presentation/session outline, you understand and accept that:

- As part of the promotion of the National Conference accepted session outlines and presenter biographies/photos will be included on the conference website and handbook for viewing by potential delegates.
- Presenters may be called upon by ACC Australia's marketing and communications team to provide content or be interviewed for articles aimed to highlight and promote the session and conference. Whilst assistance is encouraged, you are not obliged to provide additional content.
- If your final submission is significantly different to your proposal, the National Conference Program Committee reserve the right to suggest further amendments to realign the session or remove your session from the program.
- The National Conference Program Committee reserve the right to change program content should new topic priorities emerge.
- Speakers will be provided with a briefing session with the Head of Programs and a member of the NCPC to ensure speakers are fully prepared and confident to give a high-quality presentation at the conference.
- If you will be using a Power Point presentation, handouts and/or polling, you are required to ensure your slide deck, handout and/or questions are provided to ACC Australia by Monday 9th November 2020.



SUBMISSION FORM

PRESENTER INFORMATION

Insert contact details of each presenter:

Name:

Position title:

Organisation:

State:

Email

Phone:

TITLE OF PRESENTATION

Insert title

SESSION SUMMARY

Insert 40-80 word summary here

SESSION OUTLINE

Insert 150-300 word summary here, including key learning objectives

PRESENTATION STYLE

Define how you are going to present (Lecture style, panel, interactive workshop)

TARGET AUDIENCE

PLEASE SELECT ALL THAT APPLY:

- ☐ New to In-House
- ☐ Sole In-House Counsel (or member of 2-3 people team)
- ☐ Mid-career
- ☐ Team Leads/People Managers
- ☐ Deputy General Counsel
- ☐ General Counsel /Chief Legal Office
- ☐ All
- ☐ Other List target audience



PRESENTATION TIME

Indicate THE TIME required to achieve best learning objectives for your proposed session:

- ☐ 12 minutes
- ☐ 25 minutes
- ☐ 55 minutes
- ☐ 85 minutes

CPD CATEGORY

Select the category that best applies:

- ☐ Ethics and Professional Responsibility
- ☐ Practice Management and Business Skills
- ☐ Substantive Law
- ☐ Professional Skills

ADDITIONAL INFORMATION

Include additional information (for examples, feedback/testimonials, video links, of similar presentations delivered by speaker) that will help the NCPC evaluate your session proposal. (Maximum: one page)

SUBMISSION STATEMENT

In submitting this proposed presentation / session paper for consideration to be included in the 2020 In-House Legal National Conference, the authors acknowledge reading, understanding and accepting ACC Australia's Terms and Conditions as outlined on page two of the document entitled: Proposed Presentation / Session Paper Submission Form and Guidelines.

INQUIRIES OR QUESTIONS:

*Any inquiries about the **Call for Papers** should be directed to:*

***Karina Butera**, Head of Programs, k.butera@accglobal.com.*