ACC Online Education

ACC Online Education Sponsorship Guideline

ACC Online Education is designed to provide substantive legal and business education, instruction, and thought leadership for in-house counsel and legal operations professionals. Sponsorship of these programs creates and promotes a unique online experience for ACC members through the delivery of educational, engaging, innovative virtual sessions.

Content and Course Materials

As the bar association for in-house counsel, ACC Webcasts and Virtual Roundtables present educational content that addresses the needs and issues that face our members. Additionally, ACC's membership consists of over 45,000 in-house counsel in more than 80 countries. When crafting your proposals, we ask that you consider the educational needs and global and diverse nature of our membership.

Speakers and Presenters

ACC maintains minimum requirements related to panel composition to ensure that programs and presentations provide both the most relevant and applicable perspective, while also providing a forum for diverse and underrepresented populations in the legal profession. Speaker panels for ACC Webcasts and Virtual Roundtables are to include one in-house counsel or legal operations professional, a female presenter, and a presenter that is a person of color. Proposals that do not meet these requirements will require reconsideration.

Webcast Proposal Form

After fulfilling the requirements, please submit your educational program for approval using ACC Webcast Proposal Form, and notify ACC Business Development of your submission. The submission requires:

- Contact Information
- Mailing Address
- Preferred date for your webcast
- Webcast Information (Title, time, length, and description)
- Speaker/Presenters Information (proposal forms can be submitted without all final speakers being confirmed)

Agreements, Contract, Invoicing

Once the proposed program and topic are approved, and dates are available and secure, you will receive the ACC Data Privacy Agreement (DPA), ACC Master Services Agreement (MSA), and service order form for acknowledgment and signature. The Webcast invoice will be issued, and payments will be due before service.

ACC Schedule of Key Deliverables for Webcasts

- Webcast/VRT Landing paged developed (within one week of receipt of final program details)
- Prep Call/Training (within two weeks of scheduled program date)
- Presentation/Course Materials due (within three days of the scheduled program date)
- Sponsor Report (No later than 48 hours after the conclusion of program)