

2026 Chapter Sponsorship Agreement + Application

Upon submitting this application, please provide ACC CWNY with the following:

- A high-resolution file and a low-resolution file (jpeg or png) of your firm's logo.
- The web URL where we should direct our members to register for the program. This will be included in our marketing materials, including but not limited to ACC CWNY member emails, our Chapter web page, and in social media posts.
- Email these to Betsy Keck at CWNY@accglobal.com and Rosemarie Abraham at r.abraham@acc.com.

As a presenting sponsor, your firm agrees to do the following:

- Handle the NY CLE application for your program and submit all post-program paperwork to ensure all attendees and speakers are properly credited.
- Secure the program venue and cover all fees associated with the venue, including rental, food and beverage, AV, parking/valet, etc.
- Note: When deciding on your program topics, please consider your audience. Our members are generally experienced attorneys who already know the basics.
- Provide marketing information for your program, including:
 - A graphic we can use in Chapter communications.
 - A short description of the program, including location, topic, speakers, agenda, and cost.
- The law firm is welcome to publicize this program on its social media channels and to its in-house clients.
- Oversee the program development and execution: Including the topics, speakers, presentation decks, printed materials, and marketing collaterals for the program.
- The sponsor agrees to take full responsibility for its AV needs at the venue.
- ACC CWNY requires all CLE programs to include at least one in-house panelist or presenter. You are welcome to use one of your clients; s/he does NOT have to be an ACC member. If you cannot find an in-house speaker on your own, we can help you find one.
- Sponsors can invite their clients and law firm attorneys to attend; however, current and prospective ACC members are given priority registration when room capacity is limited.
- In the event ACC has provided you with the use of ACC's logo, materials, or any other intellectual property owned by ACC, you agree that ACC is the full owner of its intellectual property and is not transferring any ownership rights to you. You will only use ACC's intellectual property for your sponsored program(s).
- Pay the sponsorship fee within 30 days of being invoiced.

On the day of the hosted program, the sponsor agrees to:

- Produce name badges for all attendees and nameplates for speakers, and a sign-in sheet.
- Manage the registration table on the day of the event and provide a copy of the sign-in sheet to the Chapter Administrator for ACC CWNY's records within five business days after the event.
- Distribute a post-program survey, per NY State CLE requirements.

ACC CWNY agrees to the following:

- Market your program to ACC members and prospective members, via newsletters, e-mail notices, social media, and its web page.
- Display your logo on the ACC CWNY webpage and on any promotional materials.



ASSOCIATION OF CORPORATE COUNSEL SPONSORSHIP APPLICATION

Please complete and submit this form soon as possible via e-mail to r.abraham@acc.com.

Law firm name: _____

Primary Contact Person: _____

Title: _____

Address: _____

Phone: _____ E-mail Address: _____

Alternate Contact and Title: _____

Phone: _____ E-mail Address: _____

2026 sponsorship level: ___ Gold (\$7,500) ___ Silver (\$5,000) ___ Bronze (\$2,500) ___ a la carte (\$2,000)

Is the firm accredited in the state of New York to provide Continuing Legal education (CLE)/Continuing professional development (CPD) credits? ___ Yes ___ No

Tell us about your proposed CWNY event. (Subject to CWNY Board approval.)

Program topic: _____

How many CLE credits and type*: _____

Provide preferred dates and times: _____

Program description and objectives:

*Reminder: Experienced attorneys reporting in NY must earn at least 24 CLE credit hours each biennial reporting cycle as follows:

- Ethics and Professionalism - 4
- Diversity, Inclusion and Elimination of Bias - 1
- Cybersecurity, Privacy and Data Protection (General or Ethics) - 1
- Any CLE category of credit - 18

Total number of CLE credit hours: 24

By submitting this application, you confirm that you have carefully reviewed and fully understand the terms and provisions as contained in this document and that you are committed to working within the program and its requirements.

Submitted by:

Name: _____ Date: _____

Signature: _____