

AMERICAN BAR ASSOCIATION  
SECTION OF ADMINISTRATIVE LAW AND REGULATORY PRACTICE

2005 ADMINISTRATIVE LAW CONFERENCE  
November 17-19, 2005  
Marriott at Metro Center, Washington, D.C.

**PROGRAM SUBMISSION DEADLINE: June 30, 2005**  
To complete the form online go to [www.abanet.org/adminlaw/2005conf.html](http://www.abanet.org/adminlaw/2005conf.html)

The Section's Administrative Law Conference is the nation's most comprehensive and informative conference addressing developments in administrative and regulatory law. Sessions accepted for presentation at this conference will be those which provide cutting-edge information and analysis, showcase speakers from the highest levels of government, and stimulate discussion and debate among the conference participants. In evaluating the proposals, weight is given to those originating from a committee of the Section.

**Program Title:** \_\_\_\_\_

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**Program Description:** \_\_\_\_\_

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**Proposed Co-Sponsors:** \_\_\_\_\_

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**Length of program: Maximum program length is 90 minutes.**

**Program Presenters:**

1. List each presenter or proposed presenter.
2. Check the appropriate box if reimbursement of hotel or airfare is required in order for the presenter to participate. Note: the budget for speaker travel is approximately \$2,500 for the entire conference.

Presenter Name, Title, Affiliation	Traveling From (city, state)	Hotel reimbursement required?	Airfare reimbursement required?

**Program Audiovisual Specifications:**

Equipment	Cost to ADMINLAW	Check here if <u>required</u> for your presentation
Overhead Projector	\$75.00	
Screen 8 x 8	\$85.00	
Slide projector	\$100.00 – 300.00	
LCD projector	\$700.00	
Microphones (table). How many?	\$50.00	

**Note: If the program is selected, and does not have a minimum of 20 registrants prior to the start of the conference, we cannot justify the expense of an LCD projector for your session.**

**Program Materials:**

Written materials are required in order to qualify for CLE credit. Describe the written materials you will provide for the attendees. Documents readily available on the internet will not be copied and distributed (we will distribute the internet address).

**Promotion/Outreach:**

A. Which groups of practitioners should we reach out to? (i.e. government attorneys, criminal lawyers, etc.)

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B. Are there any special mailing lists that we should attempt to purchase?

1. Name of list? \_\_\_\_\_

2. Quantity and cost of names? \_\_\_\_\_

C. Please list any newspapers, newsletters, discussion groups, listserves, etc. you would like us to contact and estimate the cost of advertising in these publications.

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**Proposal Submitted By**

**Name, Title, Affiliation:** \_\_\_\_\_

**Contact Info for Questions (phone, email):** \_\_\_\_\_

**Section Committee (if applicable):** \_\_\_\_\_

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**Please send copies of this proposal to:**  
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Regulatory Practice  
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The proposals will be distributed to the  
Program Chairs Sharan Levine and Katie  
Kunzer.