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To: Committee Chairs, Group Chairs and Vice-Chairs and Supervisory Council Members, Real Property Division

From: James G. Durham, 2008-09 Real Property Division CLE Subcommittee

CC: Steven R. Ackers
Roger D. Winston
Andrew F. Palmieri
Elizabeth C. Lee
Jo-Ann M. Marzullo
Committee Vice-Chairs, Real Property Division

DATE: September 22, 2008

SUBJECT: 20th Annual Real Property and Estate Planning Symposia
Washington, D.C., April 30 – May 1, 2009

DEADLINE FOR PROGRAM PROPOSALS IS OCTOBER 24, 2008

The Real Property Division has begun planning the continuing legal education programs for the 20th Annual Symposium in Washington, D.C., on April 30 - May 1, 2009. We are encouraged by the progress of the Section's current format, which is described in greater detail below. We have seen that it will enhance our CLE offerings through creative programming ideas and increased audience participation.

The format for the next Spring Symposium, while not yet final, is expected to include CLE programming for Thursday and Friday. The Real Property Division does not intend to schedule more than two substantive real property programs in the same time block. We may offer a third technology/law practice management track on Friday morning. As currently planned, the programming on Thursday will be devoted to six Group CLE programs, with each Group meeting for a period of 105 minutes. This time period should permit the Group to conduct Group-related business, if any, for 15 minutes and present CLE for the remaining 90 minutes. Although it will be up to each Group Chair to decide how the 105 minutes breaks down for that Group, our suggestion is to have Group business follow the CLE presentation to allow for scheduling break-out sessions of the Group's Committees if that is desired. Please do not underestimate the value of this time to your committee and the Group as a whole. Friday will be dedicated to traditional stand-alone CLE programs in 60-minute and 90-minute blocks.

When inviting potential speakers to participate in your program, please tell them up-front that all speakers are required to register for the meeting and pay the applicable registration fee. We encourage you to review the Speaker Registration Policies which are included with this mailing.



Each Group's CLE programming may take one of two recommended forms: either (1) a series of topics, with the 90-minute time block being divided into two or three sequentially presented programs on topics of interest to the Group (and perhaps Division members outside the Group); or (2) roundtable discussions, where the entire Group meets for a few minutes at the beginning of the time block and then breaks into several separate discussion groups (perhaps 4) to discuss specific topics among those who choose to join each group. Topics would be pre-assigned to discussion leaders for each group and, near the end of the 90-minute session; one individual from each discussion group would address the entire assembled Group to summarize the discussions at that particular roundtable. This latter format offers an excellent opportunity to include young lawyers and new Group members as discussion leaders. **Group Chairs are encouraged to implement highly interactive formats to stimulate audience participation.**

Regardless of the format you choose for your Group's CLE block, it is very important that you communicate the substantive topics to be discussed at roundtables, or the programs to be presented sequentially, to the Real Property Division CLE Subcommittee, along with appropriate descriptions to be included in the Symposium brochure. In addition, speakers or, if applicable, roundtable discussion leaders, will need to prepare written materials for inclusion in the Symposium materials CD ROM (as well as to ensure that appropriate CLE credit will be available for these programs). We emphasize that Section members rank accredited CLE programs highly as a desired benefit from attending our meetings. Consequently, when planning your Group programs, please aim for the same level of quality in panel and materials as typically associated with Section CLE. Moreover, please adhere to the strict deadlines for submission of forms and materials, as this all relates to accreditation and delivery of an excellent final product to our members.

In addition to the Group CLE programs described above, Committee Chairs should propose stand-alone CLE programs having 60 to 90 minute duration for consideration for open time slots on Friday. These programs will be in the "traditional CLE" format. Committee Chairs should contact other Committee Chairs in the Division and their respective Group Chairs with proposals for stand-alone CLE programs, as well as suggestions for the Group CLE. Please remember that, as has been the case for the past three years, Group Chair approval of stand-alone CLE programs will be required in lieu of approval from the Group's Supervisory Council Member. Nevertheless, the Group Supervisory Council Member should receive a copy of all proposals submitted to the Real Property Division CLE Subcommittee. Final selection of the stand-alone CLE programs will be made by the Real Property Division CLE Subcommittee, and we will notify program chairs of our decisions in November 2008.

We remind you that the Section remains committed to expanding and diversifying our membership. As such, we encourage you to make every effort to invite minority speakers to participate as panelists on your program. The Section has established relationships with national minority bar associations and can assist you in locating qualified panelists for your program. For more information, please contact Nikia Robinson by telephone at 312/988-5263 or by e-mail at

robinson@staff.abanet.org. Similarly, we encourage you to invite young lawyers to participate in your programs. The Section has a Young Lawyers Network which may assist you in locating young lawyers who are interested in speaking opportunities on the topics planned for your programs.

Committee Chairs should discuss program proposals with their Committee members as soon as possible, and then contact their Group Chairs so the Group Chairs can finalize plans for the Group CLE and coordinate with the Committee Chairs to submit proposals for stand-alone CLE programs for Friday. Attached are program proposal forms that the Group Chair should prepare and submit on behalf of the Group, and the Committee Chair should prepare and submit with respect to any proposed stand-alone CLE programs. Please note the dates by which these proposals must be submitted, which appear on each form. These dates are firm, and it is very likely that late-arriving proposals will not be able to be considered.

The Real Property Division thanks you in advance for your continued support and participation, and for the anticipated timely submittal of your proposals. We look forward to a successful Spring Symposium in 2009! If you have questions on any of the above, feel free to contact Jim Durham at (937) 229-3228 or james.durham@notes.udayton.edu.

Please remember that the deadline for all program proposal submissions is October 24, 2008.