



AMERICAN BAR ASSOCIATION YOUNG LAWYERS DIVISION Program Guidelines and Suggestions

1. Propose programs that interest new lawyers, cover a core skill (e.g., basics course, effective writing, and ethics), promote public service/pro bono work, promote diversity in the profession or develops bar leadership skills. It's also beneficial to have a timely topic that is defined by content (as opposed to solely by the proposed speakers) and emphasizes practical information that attendees can utilize and value in their practice. Programs that tie in with topics addressed in recent publications are a plus. Consult past meeting brochures to avoid program repetition.
2. Collaborate with ABA YLD Committees and other ABA Entities. **Only the YLD Chair can accept or extend co-sponsorship invitations and only after all ABA policies have been adhered to** (see [Co-sponsorship Approval Guidelines](#)).
3. Format your program so it is interactive instead of lecture or visual aid-reliant.
4. Devise valuable [written materials](#). The written materials may be written by individuals other than the participants. Previously published works may be appropriate, but may require reprint permission, and should be discussed with the program's point person prior to submission. **Written materials are required for all CLE programs.**
5. **Be aware that no YLD representative can commit the YLD to program selection or funding without prior approval from the YLD Chair.** Speaker registration fee waivers and reimbursement requests require advanced, written approval from the YLD Chair. (See [Speaker Reimbursement Guidelines](#)).
6. Ensure the suggested panel is diverse. Think not just about ethnicity and gender, but also about location, employer type, and size. The Division is committed to adhering to the ABA's Goal IX diversity goals and thus a program will not be accepted if it does not include women and minority panelists. Please contact Tracy Kaempf (kaempft@staff.abanet.org or 312.988.5626) if you need assistance identifying relevant speakers.
7. Focus on the quality, not quantity of proposed speakers. No program can feature more than three speakers (in addition to a single moderator) **without the express authorization of the YLD Program and Conference Director.**
8. Assign an individual as program chair and/or moderator who is committed to the program concept, willing to accept the responsibilities associated with it, and able to meet related deadlines should the program be accepted.
9. Make sure speakers can collaborate in advance to determine program format and outline.
10. Use the official [Program Proposal Form](#) to submit your material to Tracy Kaempf at kaempft@staff.abanet.org.

