



**Policy and Guidelines for Substantive Programming Requests in advance of AIPLA Stated Meetings**

A policy for determining which committee(s) and what programs can be done in advance of a stated meeting, especially programming that utilizes our meeting space and human resources.

1. Committee(s) that wish to conduct a program must submit a formal proposal for approval to AIPLA Headquarters. A template and timeline/deadline will be developed for such proposals to ensure that the appropriate vetting can take place.
2. Prior to being considered, the proposal should be distributed to the Professional Programs Committee leadership or the Planning Committee leadership in the case of a Mid-Winter Institute, and appropriate Board and Staff liaisons, for vetting to ensure that there is no overlap in content to what is offered at the stated meeting.
3. Programs should be self-funded, and proposals must include an analysis of the resource impact such a program would have. Registration for the full stated meeting will also be required. Requests to waive or reduce the registration requirement may be considered on a case by case basis.
4. Final Approval for such programs would be contingent on space and human resource availability.
5. The group that considers such requests should be made up of the Officer-in-Charge of the stated meeting impacted by the program, the Road Show Officer-in-Charge, and the Executive Director or his designee.

# PRE-MEETING REQUEST TEMPLATE

MEMORANDUM

TO: AIPLA

FROM: [Insert Name of Committee Chair and Name of the Committee]

RE: Advance Programming Coupled with a Stated Meeting Proposal:

**[Insert which Stated Meeting, Seminar Name, Dates]**

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## **Timeline for Proposal Submission**

Submit your proposal to Meghan Donohoe ([mdonohoe@aipla.org](mailto:mdonohoe@aipla.org)) based on the following Stated Meeting schedule:

- Mid-Winter Institute – July 31st of the previous year
- Spring Meeting – September 30th of the previous year
- Annual Meeting – April 30th of the same year

## **Introduction & Background**

The [Insert Committee Name] Committee submits the following proposal regarding

a [insert seminar – add more intro text as needed]. Why this topic? Why is it important that it be scheduled up against a Stated Meeting? Explain.

## **Overview of Proposal**

[Insert Overview] – How does this program support the strategic plan/association goals? Explain. Who is the target audience? Define.

## **Topic, Format and Administration**

[Insert Topic, Format and Administration] – Refer to Road Show Kit for more information.

## **Funding, Resources and Sponsorship**

[Insert Funding, Resources and Sponsorship]

## **Lessons Learned (if based on a previous program)**

[Insert Lessons Learned from previous Seminars unless this is the first time this seminar is being proposed]