



American Intellectual Property Law Association

TO: AIPLA

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

RE: Proposal: [Insert Seminar Name, Dates, City/State]

Introduction & Background

The [Insert Committee Name] Committee submits the following proposal regarding a [insert seminar – add more intro text as needed]. Why this topic? Explain.

Overview of Proposal

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

Location/Date

[Insert Information on requested location(s) (explain why this location is important to the program) and list the proposed dates]

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

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

Submit your proposal to Cathleen Clime, CMP (cathleen@aipla.org) and Meghan Donohoe (mdonohoe@aipla.org) no later than July 31, 2020 for consideration by headquarters and by the officer in charge of the Road Shows.