



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 Meghan Donohoe ([mdonohoe@aipla.org](mailto:mdonohoe@aipla.org)) no later than July 31 for consideration by headquarters and by the officer in charge of the Road Shows.