

AIPLA COMMITTEE EDUCATIONAL SESSIONS

TIMELINE FOR OBTAINING CLE CREDIT

TASK	RESPONSIBLE PARTY	DUE DATE
Refer to Stated Meeting Kit, Appendix N “Committee Educational Programming at AIPLA Stated Meetings”	Committee Chair	4.5 months in advance
Select topic(s) for minimum 60-minute presentation, not including introductions and breaks (<i>note that some States require less than 60 minutes, such as 55 plus a 5-minute break per "CLE Hour"</i>)	Committee Chair	4.5 months in advance
Select speaker(s)	Committee Chair	4 months in advance
Prepare Outline of Presentations with Times and Speaker names, and Titles of Presentation (see attached exemplary outline, in Exhibit CLE-1)	Committee Chair	3.5 months in advance
Provide AIPLA CLE coordinator with Outline	Committee Chair	3 months in advance
Obtain CLE Credit	AIPLA Staff	3 months in advance
Obtain papers and/or PowerPoint slides from Speakers	Committee Chair	3 months in advance (Ideally)
Follow up with Speakers to obtain papers and/or PowerPoint slides	Committee Chair	Continually until papers and/or PowerPoint slides received
Provide AIPLA CLE Coordinator with electronic copies of papers and/or PowerPoint slides	Committee Chair	3 months in advance (ideally)
Load all PowerPoint Presentations on laptop computer and check each presentation to make certain there are no glitches	Committee Chair	As received and at least 2 weeks prior to Committee Educational Session
Arrange for audio/visual equipment with AIPLA Staff prior to the Committee Educational Session	Committee Chair	When requested by AIPLA Staff
Assist with set up and testing of audio/visual equipment before Committee Educational Session	AIPLA Staff (audio/visual equipment) Committee Chair (Power-Point Presentations/laptop)	At least one hour prior to Committee Educational Session

EXHIBIT CLE-1

**CORPORATE PRACTICE COMMITTEE /LICENSING COMMITTEE
JOINT COMMITTEE EDUCATIONAL SESSION**

2004 SPRING MEETING

2-hour joint committee meeting requested

60 minutes of CLE requested

***Bridging the Corporate Gap: Special Considerations for
Negotiating IP & Technology Agreements***

Welcome & Introduction: Evelyn McConathy, Chair, Licensing Committee Freddie Park, Chair, Corporate Practice Committee	15 minutes
Top Ten Mistakes When Structuring Technology Alliance or License Agreements Joseph Yang, Skadden Arps Slate Meagher & Flom, LLP	75 minutes
Questions & Answers	15 minutes
Committee Business Meetings	15 minutes