

## COMMITTEE EDUCATIONAL PROGRAMMING AT AIPLA STATED MEETINGS

Your Committee's participation in the development of educational content and programs is critical to the success of the AIPLA's educational goals of the strategic plan. Many committee programs have received high marks and include content on par with the plenary and breakout sessions. In an effort to further develop such programs, the AIPLA Board of Directors has passed the following resolutions:

RESOLVED, the American Intellectual Property Law Association favors, in principle, providing more time for meetings of its committees when educational programming is presented in an effort to foster the educational and growth goals of the AIPLA.

RESOLVED, to the extent practicable, the educational programming that occurs in the committee meetings be presented and advertised in a manner so that states will award CLE credit for the programming.

### WHAT AIPLA STAFF WILL DO:

Provide individual committees with two hours of committee time IF there is at least one hour of educational programming suitable for obtaining CLE credit.\* This must be at least 60 minutes long, not including welcome or introductory remarks.

### WHAT YOU (as a Committee Chair/Co-Chair/Vice-Chair) MUST DO:

(1) Familiarize yourself with the AIPLA policies for speaker selection and speaker reimbursement (**Please refer to your Committee Chairs' Resource Handbook**).

(2) Obtain information about the program content for the stated meeting (e.g., by contacting your liaison to the Professional Programs Committee to determine if there is a theme for the meeting). *\*Note: the Professional Programs Committee is not responsible for the Mid-Winter Institute (MWI), so Committees will have to contact the MWI Program Chair for information about the theme of the meeting.*

(3) Comply with the speaker selection rules (**Please refer to your Committee Chairs' Resource Handbook**) in view of the speakers chosen by the Professional Programs Committee.

(4) Provide plans for your committee meeting to the AIPLA staff by the stated deadlines, including: an agenda for the committee meeting with times, speakers, and titles of talks (**Please refer to your Committee Chairs' Resource Handbook**); biographies of the speakers; copies of papers (or at least outlines) associated with the presentations.

(5) Send to your committee speakers the approved stated meeting speaker letter (**Please refer to your Committee Chairs' Resource Handbook**).

(6) Follow up with your speakers to get their papers submitted by the stated deadline so they can be included in the published meeting materials.

\*If more committees than can be accommodated ask for two-hour afternoon time slots for educational programming, the committee(s) complying with all the requirements listed below first will be given priority. Even with this as a selection guideline, the Officer-In-Charge may decide which committee programs are the most appropriate for the overall program.