



EBA Event Planning Form 2019–2020

Must be completed and sent with calendar request to Michele Smith at msmith@eba-net.org.

Volunteer Coordinator: _____

Committee or Chapter: _____

Title of Program* _____

*Keep the title pithy.

Type of Program

Energizer Networking Only Miscellaneous

Other: _____

Date: _____ Time-Start/End (ET): _____

Location: _____

[Include Host firm's name, city, state (for internal use only)]

CLE Credit:

Yes, please apply for CLE in the following states:

No

I would like help evaluating if this program is worthy

****If you are seeking CLE approval for this program you must provide, 45 days in advance: name of program, learning objective, speaker names, titles and firms, and sample handout.**

Recording Program: EBA records all programs for our On-Demand Library. EBA will provide speaker/moderator tip sheet and necessary details and schedule a rehearsal.

Sponsor:

Energizer programs have a sponsorship goal of \$250 regardless of meeting expenses.

Brief Description of program: _____

(You may submit a Word document)

List the program moderator and speakers. Include name, title, organization/ company, and email for each moderator/speaker:

Moderator: _____

Speakers: _____

PLEASE NOTE: the EBA generally does not provide travel reimbursement for speakers or pay speaker fees.

EBA staff will insert registration rates, payment and cancellation details into the marketing material.

As a reminder, the EBA Board has set and approved Program Fee Guidelines: The EBA Board has adopted a minimum fee structure for EBA events organized at both the national and chapter levels. The fee structures do not apply to either National or Chapter annual meetings. Those excluded events shall continue to be priced individually with prior approval from the EBA Board. Also, lower fees can be proposed for current students and government employees.

Logistical Details and Support:

On-site Contact: _____

Email: _____

Phone: _____

Room Capacity: _____

Lunch or Reception will be provided by (if applicable): _____

Marketing: To help market effectively, please provide a bulleted list of learning objectives. (Ex., experts will share insights on; these questions will be answered; key points to be addressed are:)

Consider the value proposition of this program/event. What reasons would you give your boss as to why you should attend?

Co-Marketing: Please list any other bar associations or allied industry organizations that EBA could invite to co-market this program to their membership?

(All invitations to co-market must be approved by the EBA Joint Enterprise Committee.)

Media: It is EBA's goal to always allow media. Please advise if there any reason media cannot attend this event.

Audience: Please indicate the primary audience for this program.

Energy Attorney Energy Professional/Consultant

Student Other:

Number of years experience in energy:

1-4 years 5-10 years 10 or more years

Energy Field(s) of Practice—Check all that apply and circle federal (F) and/or state (S):

Electric: F S Gas: F S Hydro: F S

Transactional: F S Finance: F S Nuclear: F S

Oil: F S Other: F S _____

Indicate if this program would appeal to a specific area:

Houston Rocky Mountain Midwest

Southern New Orleans Western

Northeast Canada Other: _____



Material Needed for MCLE Approved Events

Thank you for agreeing to coordinate an educational event/session for the Energy Bar Association. In order to have the program approved for MCLE, EBA will need the following information a minimum of 45 days prior to event day.

Today's Date: _____ Committee/Chapter: _____

Name of person completing this form: _____

Phone: _____ Email: _____

Event Title: _____

Date of Event: _____

Physical Location of meeting: _____

Is this meeting offered: _____ Conference Video Call _____ Webinar _____ In Person ONLY

Please include the following information when submitting for MCLE approval:

____ One-paragraph learning objective.

____ Speaker names, titles and affiliations.

____ Timed agenda (if the program is less than 90 minutes this is not necessary)

____ Sample handouts* and /or PowerPoint (can be in draft format)

**Needed specifically for applications to VA and IL. A few other states require handouts in advance.*

Specific states you request that EBA apply: _____

EBA must receive all material noted above, at a minimum of 45 days prior to event day, otherwise EBA cannot apply for MCLE.

Questions? Please contact Lisa Levine at EBA llevine@eba-net.org or 202-223-5625 x104

Thank you!