



# EBA Event Planning Form 2019–2020

Must be completed and sent with calendar request to Mary Margaret Frank at MMFrank@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: \_\_\_\_\_

### 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:

EBA programs must meet sponsorship goals, regardless of meeting expenses. Event Sponsor Goal: \$ \_\_\_\_\_

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

**In your own words, please describe the primary audience for this program: — consider fields of practice, types of clients, areas of specialization, past experience, regional Chapters listed below.**

\_\_\_\_\_

\_\_\_\_\_

- 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](mailto:llevine@eba-net.org) or 202-223-5625 x104

*Thank you!*