



EBA COORDINATOR AGREEMENT

*Sign and return this form to EBA
no later than **Friday, August 20th***

Thank you for agreeing to serve as an EBA Session Coordinator. The Session Coordinator role *is critical in making the difference between a successful conference* and one that receives weak reviews. Even though the coordinator does not spend time at the podium, he or she needs to actively manage the session and panel selection.

Your responsibilities are to:

1. Ensure good time management of session preparation;
2. Prepare and submit the final session description for marketing and website;
3. Submit to the PEC a *suggested* list of session speakers and the moderator;
 - The GOAL: no more than 3 speakers and 1 moderator per session
4. Once confirmed by the PEC, invite the speakers/moderator to participate. Communicate confirmed speakers to EBA for us to send a formal email confirmation to speakers;
5. Ensure the moderator and all panel members understand how they fit in;
6. Ensure timely planning session calls happen early to reduce overlapping information;
7. Ensure the panelists practice good time management of session preparation to meeting EBA deadlines;
8. Ensure meaningful participation of all speakers;
9. Check in with EBA and the session speakers from time to time to ensure all deadlines are met;
10. Along with the co-speakers, suggest alternative speakers if someone is unable to fulfill their duties.
11. **All sessions require handouts to be approved for CLE hours. EBA created CLE guidelines to assist coordinators in submitting correct materials to receive CLE credit. Panelist do not need to use PowerPoint but, at a minimum, each session needs reference material to be presented to the bars.**
 - [CLE GUIDELINES](#)

EBA *strongly encourages* you to consider alternative presentation styles such as a debate format, fireside chat, speed rounds, role playing, etc.

Conference Deadlines:

- Submit your coordinator agreement by **August 20th**
- Submit Final Session Title and Description no later than **August 25th**
 - Description should answer: "What will I learn from this session?" and be a short paragraph
- Ensure your Speakers and Moderator have submitted their Speaker Agreements no later than **Sept 15th**
- Speaker/moderator registration form and Bio including photo and twitter handle sent to EBA by **Sept 15th**
- CLE-quality background material due **Sept 15th** (*ALL sessions must submit!*)
- Submit slide decks to EBA by **October 1st**

At the conference: Enjoy the session you worked hard to coordinate! *Thank you for helping to present an outstanding session!*

I agree to follow the instruction listed above and do everything possible to meet the deadlines as outlined. I have read the CLE guidelines document in full and will submit appropriate materials for CLE credit approval.

Full Name: _____

Organization: _____

Session Title _____

If you have any questions, please feel free to contact Mary Margaret Frank, EBA's Event Manager, at MMfrank@eba-net.org or 202.499.5842.