



Planning Your ACB Event
March 2025

The following outlines Circuit responsibilities with respect to local and regional events. This protocol is designed to assist Fellows as they plan, organize, and manage events.

General Information & Best Practices

- The College shall select the Chair of the Educational Programs Committee (“Chair” of the “Committee”).
- The Chair shall appoint one or more Fellows to serve as the Chair or Co-Chairs of the Educational Programs Subcommittee in each of the Circuits in consultation with the Circuit Regent.
- Circuit Chairs, in consultation with the Circuit Regent, should attempt to welcome all volunteering Fellows from that Circuit to join the Circuit Committee. Circuit Chairs should encourage the participation of a diverse group of Fellows, with particular care taken to achieving the College’s objectives.
- Circuit Chairs should attempt to organize, ideally at least once each year, an educational program relating to topical bankruptcy and related issues.
 - Such programs might include lectures, panel discussions, moot court competitions, law student learning experiences, and other appropriate functions designed to advance the study of bankruptcy subjects and the promotion of the College.
 - The Circuit Committees may invite people who are not Fellows – including ACB Distinguished Students – to attend such events.
- Circuit Committees should seek to select Fellows to serve as speakers, moderators, and administrators of the educational programs.
 - Circuit Committees should make an effort to distribute participating roles in a fair manner among Fellows in the Circuit but may, in appropriate circumstances, include Fellows from outside the Circuit or non-Fellows.
 - Circuit Committees should pay particular attention, consistent with the College’s commitment to diversity, equity, and inclusion, to ensuring that speakers and others who are featured in Education Committee events are representative of the College’s membership.
- Circuit Committees may co-sponsor educational events with other organizations, provided that:

- The Chair of the Education Committee (in consultation with the leadership of the College) has approved the co-sponsorship.
- The event must be “co-branded” by the College and such other organization in publicity and promotional materials. The College name and logo should be prominently displayed in any invitations or promotional materials.
- To the extent possible, Fellows should be active participants in the event as speakers, moderators, administrators, and the like.
- The College mailing lists should **not** be shared with other organizations.
- In considering co-sponsorship opportunities and requests, Circuit Committees should apply the same qualitative standards as would apply to a program presented at a College event. While it may be generous and supportive to “lend our name” to a program organized by another organization, consideration should be given to whether the topic and content of that program are consistent with the high standards to which the College strives to adhere in presenting its own educational programs.
- In addition to organizing educational programs, each Circuit Committee should encourage Fellows to identify and take advantage of opportunities to speak at law schools and business schools within the Circuit to discuss opportunities for careers in bankruptcy practice.
- The Circuit Chairs should provide a written report to the Chair twice a year for the Chair’s presentation to the College board. Reports should include:
 - Name(s) and affiliation of the Circuit Chair(s);
 - Names and affiliations of the members of the Circuit Committee;
 - Future planned events; and
 - Events held during the previous six months, including:
 - Law/business school outreach visits held or planned; and
 - A budget for the upcoming 12 months.

Funding & Reimbursement

Circuit Committees are encouraged to fund all or a portion of such activities by sponsorships and admissions charges. It is most helpful if event planners can outline anticipated costs through this [event planning form](#) **60 days before the program**. College staff are happy to assist with pricing for events to ensure that costs are covered.

Note that if funding is not available, the College may support educational programs, if necessary. The Circuit Chair or his or her designee shall seek approval from the College’s Executive Director of any request for funding from the College.

We recognize that some events may generate funds above the actual costs of the event. Please note that such funds do not carry over from year-to-year. Funds generated in excess of the cost of the event will generally be directed to the College's general fund.

If a circuit contracts with a hotel or other venue that requires a minimum usage of rooms, a minimum food and beverage (F&B) amount, or other financial obligation, contracts must be sent for review to the College's Executive Director, for review and approval.

Circuit Committees are encouraged to coordinate with the Circuit's Meetings and Events Committee to plan social functions, such as receptions, meals, or outings for Fellows in connection with Educational Programs. Please note: primarily social functions are not eligible for reimbursement from the College.

The College will reimburse judges, government employees, and employees of nonprofit organizations for their actual out-of-pocket costs of attending College functions at which they are invited to speak, subject to certain limitations. [[Travel Reimbursement Form.](#)] These individuals also generally receive a 50% discount off the costs associated with receptions and meals related to the educational program.

Expenses of invited speakers who are College Fellows and are practicing attorneys or professionals generally will not be reimbursed by the College provided, however, that such expenses may be reimbursed from funds provided by other sponsors of the program. The College may reimburse the travel expenses of non-Fellow attorneys or professionals, subject to approval by the Education Committee Chair, but such reimbursement shall be limited to coach airfare, required hotel nights, ground transportation and meals. [[Travel Reimbursement Form.](#)]

Invitations and publicity

The College can assist in preparing notices and managing registration for upcoming events. Circuits are requested to send information at least **60 days in advance** [through this link](#). You may submit the form even if you are still finalizing details. If the circuit is handling all the advertising and registration, the College still needs to be notified as early as possible so that the event can be added to the College website.

The College logo shall be included on any invitation, notices, and programs to facilitate the branding of our events. Circuit Chairs must provide an advance copy of any invitations, notices, advertising or programs that they or third parties prepare to the College for review and approval. [[Link for ACB logo.](#)]



Education Committees are encouraged to reach out to the College at college@amercol.org to assist in publicizing, as appropriate, circuit educational events that are open either to all Fellows

or to the public (including postings on the [Events](#) tab on the College's web page, blast emails to all Fellows or those in particular circuits, social media advertising, etc.).

Members of Education Committees are also encouraged to submit articles and photos to the *College Columns* describing noteworthy educational programs. Please submit content to the [College Columns Co-Chairs](#), currently [Melanie L. Cyganowski](#) and [Dion W. Hayes](#).

Continuing Legal Education (CLE) or Continuing Professional Education (CPE) Program Accreditation

The College will assist in applying for CLE and CPE credit for local and regional events. Unless otherwise requested, CLE applications for program accreditation will be submitted only to the states within the particular Circuit in which the program takes place (for example, the College will submit applications to Alabama, Georgia, and Florida for a program held in the Eleventh Circuit). The College is a NASBA Certified organization that can provide CPE for accountants and can provide certificates for programs where Circuits would like to provide CPE credits.

To facilitate the timely notification of program approval and avoid late fees, Circuit Committees must submit the following items **60 days before the program** [through this link](#). For CLE/CPE approval, we will need:

- A program invitation;
- A timed agenda that specifically indicates session names and breaks;
- A list of program speakers, facilitators, and/or panelists; and
- Program outlines or materials (required for some states). These do not have to be final versions; a representative sample is usually sufficient for accreditation purposes.

Please indicate whether you are seeking ethics and/or professionalism credit for your program and, if so, include session materials in support of your request.

After the event, the College will provide participants who attended the program certificates of attendance to be completed online. Only registered attendees who are verified to have attended the program by the organizers will be sent information to claim CLE/CPE. The College will maintain CLE records for the requisite period of 7 years after the event.

Program Taping and Materials

The College maintains a rich resource of educational materials and programming presented by Circuit Education Committees over the years.

- Materials from the Biddle Law Library archives can be found [here](#).
- The College's YouTube channel can be found [here](#).

Circuit Education Committees are encouraged to record their programs and to provide the video to the College at college@amercol.org to share online. Video of events that are free to attend will generally be posted promptly; those for which Education Committees charge an admission fee will generally be posted six to eight weeks after the event.

For those events that are being recorded, each speaker/panel participant should complete the following authorization form: <https://form.jotform.com/230545411955152>.

Questions?

If you have any questions or if you need your current Circuit email list, please contact the College at college@amercol.org, or Jenny Cudahy of the College team, jcudahy@amercol.org; 434-939-6004.

Thank you for all your work on behalf of the College!