



# Planning Your Circuit Event

July 2018

*In light of the membership growth of the American College of Bankruptcy and the related expansion of Circuit activities, the following outlines Circuit responsibilities with respect to local and regional events. This protocol is designed to assist Circuit Fellows as they plan, organize, and manage their 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 (each, a “Circuit Chair” for a “Circuit Committee”).
- Circuit Chairs should attempt to welcome all volunteering Fellows from that Circuit to join the Circuit Committee. Circuit Chairs should encourage the participation of Fellows of different genders, races, ethnic backgrounds, professions and geographic locations.
- Circuit Chairs should attempt to organize 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 persons who are not Fellows 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 resident in the Circuit, but may consider including Fellows from outside the Circuit or non-Fellows.
- Circuit Committees may co-sponsor educational events with other organizations, provided that:
  - 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 must be active participants in the event*** as speakers, moderators, administrators, and the like;
- The College mailing lists should **not** be shared with other organizations; and
- 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 attempt to send Fellows to law schools within the Circuit to discuss with students careers in bankruptcy practice.
- Such activities may be funded by the College up to \$5,000 per Circuit per year, if necessary, although Circuit Committees are encouraged to fund all or a portion of such activities by sponsorships and admissions charges. In advance of incurring costs intended to be borne by the College, the Circuit Chair or his or her designee shall seek approval of the Chair (who shall take into account the amount budgeted to the Committee by the board of directors and, if necessary, seek approval from College leadership).
- Circuit Committees are encouraged to organize social functions, such as cocktail receptions, meals, or outings, for Fellows either in connection with or separate from Educational Programs. However, Circuit Committees are ***not eligible for reimbursement from the College for primarily social functions*** or to indicate that the College has sponsored or funded the social function.
- 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;
  - Events held during the previous six months;
  - Law school outreach visits held or planned; and
  - A budget for the upcoming 12 months.

## **Funding & Reimbursement**

The ACB will reimburse judges, government employees, and employees of nonprofit organizations for their actual out-of-pocket costs of attending ACB functions at which they are invited to speak, subject to certain limitations. For more information and to receive a reimbursement form, please contact Shari Bedker ([sbedker@amercol.org](mailto:sbedker@amercol.org) or 434-939-6004).

## **Speaker Reimbursements**

Expenses of Invited speakers who are College Fellows and are practicing attorneys should 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 will reimburse the travel expenses of non-Fellow attorneys, but such reimbursement shall be limited to coach airfare and hotel nights required to attend the event.

## **Invitations**

The ACB main office is no longer able to handle the high volume of requests to create Circuit event invitations, and thus invitations, hard-copy or on-line, must be created by the Circuit planning the event.

If at all possible, the ACB logo shall be included on any invitation, notices and program in order to facilitate the branding of our events.

### **Hard-copy**

Save the Date and Event templates are available for Circuit use if desired. Please contact Carole McNamara ([cmcnamara@amercol.org](mailto:cmcnamara@amercol.org)) to request a customizable template. Once your invitation is complete, please send in Word format to Carole, who will post it to the ACB website.

### **On-line**

If your firm does not currently use a specific online event-planning platform, we recommend EventBrite. EventBrite allows users to create events and invitations, and to collect and track fees. It is very easy to use. You will need to create a Yahoo! email address to be able to use EventBrite, eg. [acb1stcircuit@yahoo.com](mailto:acb1stcircuit@yahoo.com). Once the email is setup, you can use the account for subsequent events in your circuit. Please contact the ACB main office if you have questions about EventBrite.

## **Continuing Legal Education (CLE) Program Accreditation**

The College's main office will continue to support Circuits that request CLE credit for their 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 ACB will submit applications to Alabama, Georgia, and Florida for a program held in Miami, FL).

To facilitate the timely notification of program approval and avoid late fees, the organizer must submit the following items 30 days before the program is held:

- A program invitation in PDF format;
- A timed agenda which specifically indicates session names and breaks;
- A list of program speakers, facilitators and/or panelists;
- Any program outlines or materials (this is 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 credit for your program and, if so, include session materials in support of your request. The above CLE application items should be sent to Carole McNamara ([cmcnamara@amercol.org](mailto:cmcnamara@amercol.org)). The College will provide the program organizer with certificates of attendance; it is the responsibility of the organizer to print and distribute certificates to attendees and return completed certificates to the College no later than two weeks after the conclusion of the event.

## **Program Taping and Materials**

If written materials or powerpoints are prepared and the panelists agree, the College will post materials on the website under [www.amercol.org/resources/insolvency-event-materials](http://www.amercol.org/resources/insolvency-event-materials).

Occasionally, Circuits may choose to record their programs. A release form is included on the following page for these instances.

## **Questions?**

If you have any questions or if you need your current Circuit email list, please contact Shari Bedker, ACB Executive Director ([sbdeker@amercol.org](mailto:sbdeker@amercol.org), 434-939-6004), Lori Musselman, Executive Assistant ([lmusselman@amercol.org](mailto:lmusselman@amercol.org)), or Carole McNamara, Communications Director ([cmcnamara@amercol.org](mailto:cmcnamara@amercol.org)).

**American College of Bankruptcy  
Video Release Form**

*Each speaker/panel participant should complete the following if taping Circuit programs. Please return the completed form to Shari Bedker at:*

*P.O. Box 249  
Stanardsville, VA 22973  
434-939-6030 fax  
[sbedker@amercol.org](mailto:sbedker@amercol.org)*

I hereby release to the American College of Bankruptcy and the Biddle Law Library at the University of Pennsylvania Law School the use of the audio recording(s) or video recordings(s) and transcript(s) of the Circuit program conducted this day. A copy of the audio or video recording and any transcript subsequently created may be deposited on the American College of Bankruptcy website or in the National Bankruptcy Archives.

I understand that a copy of the audio recording or video recording and any transcript subsequently created will be made available in the Biddle Law Library, and that it may be used for research, publications, exhibits, course materials, or multi-media productions. I also understand that some or all of the interview may be included on the National Bankruptcy Archives website.

I hereby give permission for use of this material without restrictions.

Program Title: \_\_\_\_\_

Date of Program: \_\_\_\_\_

Name of speaker/panelist: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_