



## **2017 Lavender Law<sup>®</sup> Conference**

### *Request for Proposals*

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The National LGBT Bar Association invites you to submit a proposal for the [2017 Lavender Law<sup>®</sup> Conference](#), which will be held August 2-4, 2017 in San Francisco, CA. Lavender Law is the organization's largest event. The three-day conference draws over 1,400 attendees and features over 40 workshops and panel discussions. Topics covered in recent years have included: relationship recognition, transgender military service members, LGBT domestic violence, religion and sexuality, diversity on the bench and the First Amendment. This is your opportunity to share your expertise with leading legal professionals by developing an original program for presentation at the conference. *Proposals with a diverse group of speakers and cutting-edge topics are strongly preferred.*

**The LGBT Bar consistently receives almost three times as many proposals as we can accept. We therefore encourage you to review these guidelines carefully to ensure your proposal is a serious contender.**

#### **About the National LGBT Bar Association**

The LGBT Bar is a national association of lawyers, judges and other legal professionals, law students, activists and affiliated lesbian, gay, bisexual and transgender legal organizations. The LGBT Bar promotes justice in and through the legal profession for the LGBT community in all its diversity.

#### **Breadth and Range of Topics Sought**

The LGBT Bar seeks a broad range of topical presentations. Appropriate topic areas include (but are not limited to):

- Employment Law
- LGBT Tax Law
- Domestic Violence
- Family Law
- Transgender Issues
- Intellectual Property
- Entertainment Law
- LGBT Youth

#### **Proposal Selection Criteria**

Each proposal will be reviewed by the LGBT Bar's Programming Committee. The committee will review proposals based on:

- Experience/expertise of presenters
- Definition and focus of the topic

- Diversity of presenters
- ***inclusion of CLE materials***
- Timeliness and importance of topic
- Overall program quality

Proposals should illustrate that the speakers will make every effort to present a balanced point of view in each program. When developing a panel presentation, speakers from multiple organizations and perspectives should be chosen. The most effective proposals contain broad representations of legal professionals including judges, professors, non-profit advocates, corporate counsel and impact litigators. Proposals that list speakers from only one demographic organization are discouraged.

In addition each workshop proposal should:

- Demonstrate innovative thinking;
- Present ideas, progressive practices and timely information for LGBT legal professionals;
- Include presenters who have significant expertise in the topic area and can speak successfully in front of large groups;
- Apply to a range of attendees that will participate in Lavender Law.

The proposal form will ask for a program description, legal statutes referenced, and information for all speakers. In providing this information, please provide enough detail so the planning committee can understand how the session will be structured and what key issues will be covered.

**Incomplete proposals will not be considered and all proposals must be submitted using this online system.**

Individuals should contact all speakers included in the proposal to verify their interest and commitment in participating before submitting the proposal. When contacting potential speakers, be sure to indicate that the program is in the proposal stage only, and that final decisions about program acceptance will be made by the conference planning committee. **All speakers listed in application must be confirmed. Each panel should have between three and five speakers.**

### **CLE Materials**

All workshop proposals must include CLE materials. Electronic copies of the materials must be uploaded by April 7, 2017.

CLE materials are required for all jurisdictions to ensure that each panel is well thought out, educational and pertinent. As the materials are necessary for workshops to be approved for credit, the LGBT Bar would like to ensure that presenters take the time to choose the appropriate articles and cases to enhance their presentation.

CLE materials can also be a determining factor in deciding which workshops to accept. Involved and extensive materials show organization and a commitment to the topic being proposed.

Setting the final date for April 7 allows for ideas to be fully researched and formulated and therefore, for comprehensive materials.

***Proposals that have not provided complete CLE materials by the April 7 deadline will not be accepted.***

### **Requirements for Speakers**

- All speakers must commit to the presentation of a program at designated times during the conference, from August 2-4 in San Francisco. **The Bar will not take time slot requests.**
- Speakers must register for Lavender Law in order to present at the Conference. ***Speakers receive a discounted registration rate, but fees are not waived.***
- Speakers should grant permission for hard copy and online distribution of supplemental resource materials.
- If you wish to distribute copyrighted information in your supplemental resource materials, it is your responsibility to obtain the necessary permission. Such materials will be distributed only if they are submitted with the publisher's written permission attached.
- The LGBT Bar has determined that programs that use PowerPoint presentations do not effectively utilize the knowledge and experience of the presenters. Therefore, we do not allow PowerPoint presentations at Lavender Law.

### **Important Dates**

- March 3, 2017 — Proposals due
- April 7, 2017 — CLE materials due
- August 2-4, 2017 — 2017 Lavender Law Conference in San Francisco

### **Next Step: Submitting a Proposal**

The online RFP system does not allow you to save a copy of your work. We recommend you type a copy of the proposal submission form in Word and then copy and paste your proposal into the online system. This will allow you to save a copy of your work, in addition to using spell check and word counts.

All proposals must be submitted using the online system.

[Descriptions for workshops offered at the 2016 Lavender Law Conference:](#) If you are new to the LGBT Bar and this conference, you may want to see which sessions were ultimately accepted and/or created for Lavender Law in 2016.

Note: You are welcome to submit more than one proposal but must complete one on-line submission before beginning another.

If you have any questions about submitting a workshop proposal for Lavender Law, please contact [meredith@lgbtbar.org](mailto:meredith@lgbtbar.org).