

## **2022 Annual Lavender Law® Conference Request for Proposals – Guidelines**

The National LGBTQ+ Bar Association invites you to submit a proposal for the 2022 Annual Lavender Law® Conference and Career Fair, which will be held July 27-29, 2022 in Los Angeles, CA. This vibrant, three-day conference draws over 1,700 attendees, features numerous workshops and panel discussions where you can get your full year's worth of CLE credits, and is the largest annual conference in the country for LGBTQ+ and ally legal professionals.

This is your opportunity to share your expertise with leading legal professionals by developing a program for presentation at the annual conference. Proposals with a diverse group of speakers, innovative teaching techniques, and cutting-edge LGBTQ+ related content are strongly preferred.

The LGBTQ+ Bar consistently receives nearly three times as many proposals as we can accept. We encourage applicants to review these guidelines carefully to ensure a qualified proposal is submitted. On page 3, you will find a step-by-step guide on how to submit a proposal. For further technical questions about submission, please email Patrick O'Brien at [patrick@lgbtqbar.org](mailto:patrick@lgbtqbar.org), BEFORE the submission deadline of February 28, 2022.

### **Proposal Selection Criteria**

Each proposal will be reviewed by the LGBTQ+ Bar's Programming Committee. The committee reviews proposals based on (but not limited to) the following:

1. *Timeliness and relevance of topic to the LGBTQ+ legal community.* Workshops should not simply be a replica of a prior year's program; rather, each workshop proposal should present new ideas, progressive practices, and timely information for a range of national LGBTQ+ and ally legal professional attendees;
2. *Definition and focus of the topic.* We often receive multiple proposals for similar topics. Proposals which are clear, designed with specific audience and teaching goals in mind, and with new and interesting perspectives on well-trod subjects will be preferred;
3. Experience/expertise of presenters, balanced with the need to provide opportunities to up-and-coming lawyers;
4. Diversity of presenters with respect to race, gender/gender identity, organization, geography, and area of legal practice is mandatory. Proposals with only one suggested speaker; those which propose multiple speakers from the same organization; or those which do not include proposed speakers who are women, people of color, and transgender/nonbinary people are unlikely to be accepted or will only be accepted conditionally upon a commitment to build a diverse panel. Likewise, proposals to speak on topics impacting a particular community will not be accepted absent the inclusion of speakers representing that community (i.e., panels addressing topics in transgender law

must include transgender speakers; panels addressing topics in HIV+ law must include HIV+ speakers, etc.). See more below regarding speaker expectations;

5. Innovative workshop presentation style. Proposals should illustrate a collaborative effort by speakers to present the material in an engaging, interactive fashion;

6. Thoughtful, complete, topical CLE Materials. See more below regarding CLE material requirements;

**Please note that sessions will be amplified with microphones, but the LGBTQ+ Bar is unable to provide PowerPoint or other presentation capability onsite.**

PowerPoints and other CLE materials should be uploaded in advance and will be accessible to attendees on the conference website and app via their personal handheld devices and personal laptops during the conference.

### **CLE Materials**

All accepted workshops MUST include speaker-provided CLE materials unless you receive specific approval to submit a proposal that will not be offered for CLE credit (write to Judi O'Kelley, [judi@lgbtqbar.org](mailto:judi@lgbtqbar.org), BEFORE the workshop submission deadline of February 28, 2022 for such approval.) You may continue to add to your CLE materials until May 2, 2022, but proposals which include some materials are preferred. If your proposal is approved but you have no (or inadequate) CLE materials after May 2, 2022, the LGBTQ+ Bar reserves the right to rescind acceptance of your workshop. We apply for accreditation in all jurisdictions that require CLE credits. Most accreditation boards recommend the following outline for accepted CLE programs:

1. Thorough, high quality instructional materials that appropriately cover the subject matter;
2. Current materials that directly, concisely, and adequately cover the subject matter;
3. **Original, legally-focused material** from one or more presenters (such as a well-fleshed out outline including legal concepts and citations, a detailed slide presentation (note that such presentation cannot be displayed at the conference but can be accessed through wifi on personal devices), etc. ;
4. Primary sources, such as statutes, cases, etc., are considered supplemental and are insufficient on their own;
5. Courses that focus on diversity, career development, or personal development generally must be accompanied by materials which have direct application to the practice of law AND must have a course description which reflects that legal application, in order to receive CLE credit;
6. Copyrighted material must come with the necessary permissions. It is the speaker's responsibility to provide the publisher's written permission;

7. For further information, please visit [Virginia's MCLE website](#). Scroll down to Regulation 103 "Standards for Approval of Programs" to view Virginia's criteria for CLE accreditation. As Virginia's CLE accreditation process is one of the strictest in the nation, this is a good standard for you to use in evaluating your materials and proposal before submitting.

### **Speaker Requirements**

Please adhere to the following requirements for all workshop speakers:

1. All speakers must commit to the presentation of a program at designated times during the conference, from July 27-29 in Los Angeles, CA. The LGBTQ+ Bar cannot accommodate specific time slot requirements but will do our best to avoid conflicts for speakers who are approved for multiple workshops. If speakers are not confirmed, please list them only in the "Additional Comments" at the end of the proposal form.

2. It is strongly recommended that speakers be members of the LGBTQ+ Bar.

**3. Diversity in speakers in all ways - with respect to race, ethnicity, sexual orientation, gender/gender identity, disability, HIV status, organizational affiliation, type of law practice, etc. - is a mandate for all workshop proposals. Submissions which do not reflect both gender diversity and racial diversity in speakers will be rejected.**

4. All speakers **must** register for the Lavender Law® Conference. Speakers will receive a discounted registration rate of \$250 (no discount code necessary- the speaker rate is on the main registration website), and are expected to register by May 13, 2022.

a. Please note the LGBTQ+ Bar cannot provide travel or lodging assistance to speakers. To book your hotel stay with the LGBTQ+ Bar's discount rate, please check our Annual's website ([www.lgbtqbar.org/annual](http://www.lgbtqbar.org/annual)). Under the "Travel" tab you will find all relevant information. Our room block typically sells out a month before the conference.

b. We will consider needs-based requests for registration assistance, but **MUST** have applications for reduced registration fees for speakers submitted at the same time as the workshop submission. Please make a note in the comments section that one or more speakers are requesting a needs-based registration scholarship, and immediately write to [judi@lgbtqbar.org](mailto:judi@lgbtqbar.org) with an explanation of the need.

5. The LGBTQ+ Bar reserves the right to remove or add speakers to all workshops.

### **Submitting a Proposal**

All proposals must be submitted using the online RFP (Request For Proposal) system. The online RFP system does not allow you to save a copy of your work; we therefore

recommend that you type a copy of your proposal into the provided Word Document shell, and then copy and paste into the online system. [Use this document for guidance](#)

SUBMISSIONS WILL NOT BE ACCEPTED – the shell is provided for your convenience only. You are welcome to submit more than one proposal, but must complete one submission before beginning another. All proposals must be submitted using the online system.

The proposal form will first ask for information about you, the organizer. If you are not the organizer, enter your information in the speaker section and your organizer's information in the first section. We will contact the individual named in the first section with all organizing information.

The next section will ask for information about the workshop itself. The description of your workshop should be as concise and as engaging as possible.

The final section will ask for information about your speakers. Please refer to the above "Speaker Requirements" section of this guide for more information about speakers. Speaker biographies should be under 200 words. We MUST have a current email address for every proposed speaker and we will be in contact with every accepted speaker to confirm their availability and intent to participate.

### **Step by Step Procedural Guide**

#### Step by Step Procedural Guide

1. Go to <https://lgbtqbar.org/annual/program/2022-workshop-proposals/>
2. Certify that you have read the criteria before clicking to access the form.
3. Begin completing the submission form. Please note: (a) all fields with a red asterisk are required; (b) fields that are underlined provide more clarification if you hover your cursor over the underlined text.
4. Once you have completed all the fields on a page, you will be prompted to continue to the next page by clicking the "Next" button.
5. If you continue without completing all required fields, the form will notify you at the top of the next page in two ways: (a) the icon for the uncompleted page will be red, indicating incomplete, rather than green, indicating complete; (b) a list of uncompleted fields will be listed. You must complete all these fields before submitting your proposal. You will be unable to submit until all pages have been fully completed.
6. When you reach the end of the submission form, you will be prompted to confirm that you are not a robot, and then allowed to submit. You should receive a confirmation email.

If you have any technical questions about submitting a workshop proposal for Lavender Law®, please contact Patrick O'Brien at [patrick@lgbtqbar.org](mailto:patrick@lgbtqbar.org). If you have substantive questions about the content or speakers for your workshop proposal, please contact Judi O'Kelley at [judi@lgbtqbar.org](mailto:judi@lgbtqbar.org).

We look forward to seeing you in Los Angeles!