



### **2025 Annual Lavender Law® Workshop Proposal Guidelines**

The National LGBTQ+ Bar Association invites you to submit a proposal for the 2025 Annual Lavender Law® Conference and Career Fair, which will be held July 28 - 30, 2025 in New York, NY. This vibrant, three-day conference draws nearly 2,500 registrants, 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 **75-minute 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 over three times as many proposals as we can accept.** We encourage applicants to [review these guidelines carefully](#) to ensure a qualified proposal is submitted.

#### **Proposal Selection Criteria**

Each proposal will be reviewed by the LGBTQ+ Bar's Program Team. The team 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 (we may also reach out to you to suggest combining similar panels);
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 speakers living with HIV, 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 rather than just running through a series of speakers;

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.** Visual aids 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. Text in all materials should be in a 14-point font size. If you have any questions about the format of either the text or visual materials, please contact Judi O’Kelley at [judi@lgbtqbar.org](mailto:judi@lgbtqbar.org).

### **CLE Materials**

All accepted workshop panelists **MUST** commit to provide thoughtful and appropriate CLE materials no later than May 1, 2025, 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, 2025 for such approval.) You may continue to submit your CLE materials until May 1, 2025, but proposals which include some materials are preferred as they are an indication of advance preparation and likelihood of meeting this deadline. **If your proposal is approved but you have no (or inadequate) CLE materials after May 1, 2025, the LGBTQ+ Bar reserves the right to rescind acceptance of your workshop.** We apply for accreditation in all U.S. jurisdictions that require CLE credits.

**Please know that providing one or several articles and/or case citations alone will not be deemed adequate for CLE purposes.** Ideally, materials will be at least in part created specifically for this presentation, and will be held to the standard that an attorney unable to attend the program should be able to review the materials and be able to gain a clear sense of the topics and legal principles that are covered in the live presentation.

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 (**as set out above, such visual presentations cannot be displayed at the conference as we do not offer AV other than microphones, but materials can be accessed through wifi on personal devices**), etc.

4. Copyrighted material must come with the necessary permissions. It is the speaker's responsibility to provide the publisher's written permission.

5. Primary sources, such as statutes, cases, etc., are considered supplemental and are insufficient on their own. If you wish to rely substantially upon primary sources rather than materials developed specifically for this program, you must also submit a separate document which lists the primary source citations and provides 2-3 sentences of explanation of how each source elucidates the concepts that will be taught in the program;

6. 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 (note that some jurisdictions will not approve such courses regardless);

7. **If you believe that your workshop is eligible to receive any specialty credits such as ethics, D&I, professionalism, trial, etc., please check those boxes in the workshop proposal and write a paragraph describing how the program will address those issues**, specifically citing any rules (particularly for ethics credits) which will be addressed during the presentation. 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.

8. **Further, most often when programs are denied CLE credit and/or specialty credit it is because they can be seen as a topic which can be presented to any audience and not specifically a legal audience. Please identify which of the learning goals your proposed program will satisfy and how they focus on issues in the legal profession/in the practice of law and not issues in society in general.**

When coming up with your learning goal and additional course materials, and a narrative showing how your session meets that goal, please refer to Minnesota Rules 2G and 6B below for guidance.

*MN's ELIMINATION OF BIAS LEARNING GOALS*

2G. "Course in the elimination of bias in the legal profession and in the practice of law" means a course directly related to the practice of law that is designed to educate attorneys to identify and eliminate from the legal profession and from the practice of law biases against persons because of race, gender, economic status, creed, color, religion, national origin, disability, age or sexual orientation.

Pursuant to Rule 6B we need to know which of the three learning goals (can be more than one) the session satisfies and how:

To educate lawyers about the elimination of bias or prejudice in the legal profession, in the practice of law, and/or in the administration of justice;

To educate lawyers regarding barriers to hiring, retention, promotion, professional development and full participation of lawyers of color, women, and those persons referenced in the “course in the elimination of bias in the legal profession and in the practice of law” definition (Rule 2I) of the CLE rules, both in the public and private sector of the legal profession and in the practice of law; or

To educate lawyers about the problems identified in the Supreme Court’s Race Bias and Gender Fairness Task Force Reports, as well as in other studies, reports or treatises which describe bias and prejudice in the legal profession, in the practice of law, and/or in the administration of justice.

**9. A Note on CA Bias Credits:** California has a rule that attorneys must attend sessions which address Implicit Bias as well as Elimination of Bias.

*The CA rules read as follows:*

[A]t least two hours dealing with the recognition and elimination of bias in the legal profession and society by reason of, but not limited to, sex, color, religion, ancestry, national origin, physical disability, age, or sexual orientation;

Of those two hours, at least one hour must focus on implicit bias and the promotion of bias-reducing strategies to address how unintended biases regarding race, ethnicity, gender identity, sexual orientation, socioeconomic status, or other characteristics undermine confidence in the legal system;

If you are seeking a Bias Specialty Credit, please indicate if your session would qualify for Implicit or regular Bias in California based on the above.

### **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 28 - 30 in New York City. 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 as available, 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 by May 1, 2025. Speakers will receive an early bird discounted registration rate of \$275 (no discount code necessary- the

speaker rate is on the main registration website), and are expected to register by May 1, 2025 to receive that discounted rate. Speaker rates will increase to \$350 on June 15.

a. The LGBTQ+ Bar cannot provide travel or lodging financial assistance to speakers. To book your hotel stay with the LGBTQ+ Bar's discount rate, please check our Conference 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 two to three months before the conference. We do not expect to book an overflow hotel so when rooms sell out, you will need to find a nearby hotel - please book early to avoid disappointment and stress!

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. 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 including a decision regarding acceptance.

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. We value freshness - please do not cut and paste directly from a prior year's submission.

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 250 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. Note that our system will allow you to search on the speaker's email address to see whether they are already in our system.

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

We look forward to seeing you in New York City!