

NYIPLA Programs Guidelines

I. Propose a Date

Contact the Programs Committee co-chairs Jenny Lee (jlee@fkmiplaw.com) and Jonathan Auerbach (jonathan@radip.com) and CC executive office (admin@nyipla.org) to ensure the date is clear.

- **Marketing**
 - **8 weeks prior to the scheduled event date** – Provide the event title, brief description (2-3 sentences), and tentative agenda to admin@nyipla.org for marketing purposes.
 - **6 weeks prior to the scheduled event date** – All event details, including speakers and subject matter, should be finalized.
 - Committees are encouraged to promote the event to their committee membership, as well as other parties to ensure adequate attendance at scheduled events.
- **Sponsorship** – Committees should decide whether their program/event will be sponsored by a law firm/company or the Association.
 - *If sponsored by a law firm/company*, registration fees for members will either be waived or a nominal charge. E-mail admin@nyipla.org the firm/company's logo to be included in all marketing pieces.
 - *If sponsored by the Association*, registration fees for members and non-members will be determined by estimated event expenses.

II. Speaker(s)/Moderator(s)

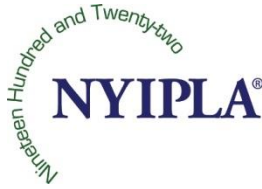
- It is highly recommended for all invited presenters to be a NYIPLA member except in-house counsel and government officials.
- To encourage program diversity amongst speakers, NYIPLA asks that committees limit panels to one member attorney from each firm.
- Government officials (e.g. federal judicial, USPTO, FTC representatives) presenting at CLE programs may be reimbursed for their travel expense based on (1) the residence or office location and (2) the approval of the current NYIPLA President and NYIPLA Administrator (admin@nyipla.org).

III. Continued Learning Education (CLE) Accreditation

Requirements:

- **CLE Materials** – Please inform speaker(s)/moderator(s) that written course materials are due **7 business days prior to the scheduled event date** and must be sufficient to meet CLE criteria, specifically:
 - Written materials must be prepared or compiled specifically for this program (e.g., the materials must reflect that they are timely or state that they have been updated for the program)
 - Brief outlines without citations or explanatory notations are not sufficient
 - If the presentation has visual aids such as PowerPoint slides, all charts, graphs and copies, should be attached to the written materials
- **Speaker(s)/Moderator(s) Information** – Due **2 weeks prior to scheduled event date**
 - Complete a Speaker Release form
 - Submit Speaker Biography including a headshot

All items must be e-mailed to admin@nyipla.org.



**NEW YORK INTELLECTUAL PROPERTY LAW ASSOCIATION
COMMITTEE ON CONTINUING LEGAL EDUCATION**

SPEAKER/MODERATOR RELEASE FORM

E-MAIL OR FAX THIS RELEASE FORM TO NYIPLA EXECUTIVE OFFICE
2 weeks prior to the scheduled event date

Event Name _____

Event Date _____

Event Location _____

- Recording – The exclusive right to record and license to record, reproduce, distribute, sell and perform, in any and all sound and audio visual media, a transcript of my oral presentation.
- Transcript – A non-exclusive right and license to prepare, reproduce, distribute, sell and display, in any and all media, a transcript of my oral presentation.
- Written Material – A non-exclusive right and license to reproduce, distribute, sell and display, as part of all media published under NYIPLA's auspices, any written or audio visual materials I submit in connection with my oral presentation.
- Editing – NYIPLA reserves the right to edit the works mentioned above.
- Name, Likeness, Biography – I consent to the use of my name, likeness, voice, and biographical and other information concerning me in connection with the aforesaid.

Copyright Notices – As a condition of these grants and rights, NYIPLA will cause an appropriate copyright notice to appear on all reproductions of the works mentioned above that are distributed by NYIPLA or anyone authorized by NYIPLA.

I reserve all the rights not granted above.

I hereby represent that I have obtained all required permissions for any third-party content included in my materials.

Name (print) _____

Signature _____

Firm/Company _____

Date Signed _____

If you have any questions, please contact:

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Tel 1.201.461.6603 Fax 1.201.461.6635 E-mail admin@nyipla.org