

THEODORE ROOSEVELT AMERICAN INN OF COURT

PROGRAM INFORMATION KIT 2009-2010

Program Presentations are the Core Concept of Our Inn

The objective of the American Inns of Court is to enhance civility, ethics, professionalism, legal skills and legal excellence in the practice of law in order to perfect the quality, availability and efficiency of justice in the United States. To foster these concepts, we emphasize hands-on participation in the preparation and presentation of programs which address everyday experiences which lawyers face in their practice.

Types of Programs

An ideal program is both informative and entertaining, and emphasizes a topic that will be of interest to a majority of our membership. Newsworthy recent cases and controversial topics are often fodder for an interesting program. Conversely, a program on standard ethical issues and dilemmas can also be appealing. There is no set format. Some of the past presentations have used one or more of the following formats: panel of speakers; guest participants; roundtable discussion; panel debate; skits; mock trial or parts thereof; interviews; questions presented to the audience or panel; demonstration of litigation techniques and devices; and use of audience volunteers, such as for creating a jury.

What Makes a Program a Really Great Program?

Your group should evaluate how well-rounded its choice of programming is by considering the following issues:

- Is the topic timely and relevant to our Inn's objectives?
- Does the program involve the entire pupilage team ?
- Is the program captivating and entertaining?
- Does the presentation of the topic exhibit some level of creativity and innovation?
- What is the relative educational value of the program?
- Is the program interesting and challenging to a majority of the members of our Inn?
- Has the program topic been thoroughly researched?

- Does the program raise ethical considerations?

Resources for Programs

A copy of the most recent Program Library Catalog is available from the American Inns of Court. This catalog contains the summaries of several hundred programs that various chapters throughout the country have given over the last few years. The catalog is an invaluable reference tool for topic ideas. In addition, the Catalog contains an order form that enables you to obtain the program materials for any of the listed programs.

Responsibility to Participate

The effectiveness and success of our Inn depends greatly on the strength of our programs and presentations. A successful presentation requires the active participation of all members of the group. Our membership forms contain an acknowledgment of each member's obligation and responsibility to participate in their group presentation. It is only through such participation that the Inn will be successful.

Importance of Teamwork

All members of each group, including law students, should be included in planning, creating and performing the program. The team, working together to talk about, develop and rehearse the program, is a valuable part of the incidental mentoring process that contributes to the Inn experience.

Stimulate Audience Participation After the Presentation

Each program should aim to present provocative issues that stimulate in-depth discussions with the audience after the presentation. To be most effective, programs should strive to contain problematic issues intended to generate a reaction from the observers. Each presentation should allow ample time for discussion.

Chairperson of the Group

Each group has a designated chairperson who is responsible for coordinating the presentation and ensuring that all C.L.E. requirements are met as outlined herein.

Continuing Legal Education Credit

All programs orchestrated through our Inn are eligible for C.L.E. credit through our affiliation with Hofstra Law School, an accredited C.L.E. provider, provided that certain criteria are met. Each group is responsible for ensuring that all C.L.E. obligations are timely and properly complied with. All C.L.E. obligations are set forth on the enclosed checklist. It is very important to adhere to all C.L.E. criteria to ensure that C.L.E. credit is given. Certain active group participants may be entitled to receive extra C.L.E. credit for their presentation.

Suggested Time Frame for Planning

It is extremely important that the group chairperson arranges planning meetings well in advance of the program date, rather than leave things to the last minute. All groups

should begin meeting in the early Fall and choose their topic. Each group should also clear their topic with the Inn's Program Coordinator.

Use of Student Members in the Program

Students should be made an integral part of the presentation as this is a key part of the mentoring process. Care should be taken that the participants, especially the students, do not merely read from a transcript.

Who to Contact if Group Has Questions: The Program Coordinator

If there are any questions with regard to any of the foregoing, please contact our Inn's Program Coordinator, without delay. The Program Coordinator is an Executive Board member whose function is to assist the group with its particular needs. Please note, however, that it is the group's chairperson, and not the Program Coordinator, who is responsible for ensuring that the group is properly preparing for their program and that all of its members are actively participating. It is also the group chairperson's responsibility to arrange for any last-minute fill-in speakers if necessary.

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THEODORE ROOSEVELT INN OF COURT PROGRAM PLANNING CHECKLIST

- _____ 1. **FIRST MEETING:** Chairperson arranges a meeting with all pupilage group members as early in the year as possible.
- _____ 2. **SELECTION OF TOPIC, ETC.** If not already assigned, pupilage group determines a program, selects a topic title for the program, a description of the program, and other information. The group chairperson should clear the topic with the Inn's Program Coordinator.

TOPIC TITLE: _____

DESCRIPTION: _____

DATE AND TIME OF PROGRAM: _____ at 6:00 p.m.

NAMES OF PROGRAM MEMBERS AND GUEST PARTICIPANTS: (Note: for all members, indicate their membership category; i.e., Associate, Barrister, Master, or Student)

_____ 3. **TIMING OF PROGRAM.** For each program, dinner ordinarily begins at 6:00 p.m. The program should commence promptly at 6:30 p.m. Ideally, the presentation should conclude at 8:10. Each one hour of C.L.E. credit requires 50 minutes of programming. Each program should provide 2.0 hours of C.L.E. credit, and should therefore be 100 minutes in actual length. You must allocate the C.L.E. credit hours between professional practice skills, professional management, and ethics categories, or any combination.

TYPE OF C.L.E. CREDIT TO BE GIVEN:

_____ hours professional practice

_____ hours professional management

_____ hours ethics

TOTAL: _____ hours

_____ 4. **TIMED PROGRAM AGENDA.** Prepare a brief agenda for the program containing each sub-part of the presentation and the approximate amount of time dedicated to that component. (Example: Introduction by Judge Smith -- 10 minutes).

_____ minutes

_____ minutes

_____ minutes

_____ minutes

_____ minutes

_____ minutes

_____ 5. **BIOGRAPHIES.** Provide a brief biography for each group member and speaker. Each biography should be just a few sentences to a paragraph. Providing the biographies to the C.L.E. provider is a C.L.E. requirement.

_____ 6. **PROGRAM NOTICE.** Each group must prepare a program notice containing all of the above information and send it via email to Bonnie Nohs, the Inns's Administrator at "bnohs@optonline.net". The program notice will be sent to all members with a request to e-mail an R.S.V.P. Including some or all of the biographies in the Program Notice is optional.

_____ 7. **WRITTEN MATERIALS.** C.L.E. rules require that each group prepare and provide a satisfactory amount of quality written materials (handouts) to all attendees. Written materials typically include some of the following: outlines, fact patterns, citations of law, questions, copies of cases, copies of articles. In lieu of providing actual written materials at the presentation, the materials can be e-mailed to all attendees or accessed on the Inn's website before the program date. The chairperson is responsible for ensuring that the quality of the written materials is adequate for C.L.E. credit purposes. See the protocol below for submitting program materials so that they can be accessed on the Inn's website.

According to Hofstra University, our CLE Provider The written materials must satisfy the following criteria:

Materials shall be prepared for the specific course and shall specifically address each topic presented in the program.

Materials shall reflect that they are timely and have been updated for the specific course.

Materials shall cover those matters one would expect for a comprehensive and professional treatment of the subject matter of the program.

Brief outlines without citations or explanatory notations shall not constitute compliance with program accreditation criteria.

Citations of cases and statutes without providing the text thereof will not constitute compliance.

Please make sure that written materials comply with these requirements and that there are sufficient materials for a two hour course.

8. **PROVIDE PROGRAM NOTICE, WRITTEN MATERIALS AND BIOGRAPHIES TO OFFICIAL C.L.E. PROVIDER.** At least two weeks before the program date, you must e-mail a copy of the program notice, written materials and biographies to:

Hector Herrera at "herrera@nassaubar.org"

Please send Hector:

The Outline

The Index of Order you want the files on the website

Formats: Documents must be in Word or Wordperfect format if not in PDF.

PDF's cannot exceed 8 mb

Graphics: JPEG's, TIF's cannot exceed 8 mb

If you do not have the ability to convert documents to digital files, they can be mailed to or dropped of at the Bar Association for Hector. .