



**LIVE ONSITE\* PROGRAM**  
**2015-16 Program Proposal**  
**Illinois State Bar Association**

**Complete proposal forms must  
accompany all proposals.**

*\*Live onsite at any location. Live onsite in Chicago office  
has the option of simultaneous live webcast*

**Submission Deadlines -- Presentation Periods:**

7/15	Dec./Jan
9/15	Feb./March
11/15	April/May
1/15	June
3/15	Sept.
5/15	Oct. /Nov.

Form is also available at:  
[www.isba.org/cle/coordinators](http://www.isba.org/cle/coordinators)

Please Submit a Typed Form

**EXAMPLE PROGRAM PROPOSAL**

I CONFIRM BY CHECKING THIS BOX THAT I HAVE MADE AN EFFORT  
TO SECURE PRESENTERS WHO REFLECT THE GEOGRAPHIC, ETHNIC,  
AND GENDER DIVERSITY OF THE BAR.

- A. **Sponsoring Section Council/Standing or Special Committee:** State & Local Tax Committee
- B. **Co-sponsoring ISBA Section Council(s) or Committee(s):** \_\_\_\_\_
- C. **Title of proposed program** (*keep it short, simple, and catchy*): 2017 Recent Revelopments in State & Local Tax
- D. **Person(s) submitting proposal** (*Name, address, telephone number, e-mail address, and section*):  
David Kupiec  
 ABC Law Firm  
 123 Street Name Rd.  
 City, IL 12345  
 123-456-7890  
 Sample@email.com
- E. **Requested Program:**  
 **Live onsite program only**  
 **Live onsite program in ISBA Chicago office with simultaneous live webcast** (*Please Note: It is imperative that speakers follow the material submission deadlines in order to ensure that live webcast attendees have access to the course materials. Handouts brought to the live, onsite program will not benefit attendees attending remotely.*)
- F. **Requested Location and Date(s) For Live Onsite Programs:**  
 **Chicago Only; Date(s):**Friday, January 27, 2016  
 **Chicago & Other Location within State** (*indicate preferred location(s), if any, and date(s)*) \_\_\_\_\_  
 **Other Location within State** (*indicate preferred location, if any, and date(s)*) \_\_\_\_\_
- G. **Program Length:**  
*(To have a live onsite audience, the program must be at least a half-day in length. Shorter programs will be live webcasts or live webinars for remote audiences and ISBA archives.)*

- All day (9:00 a.m. to at least 4:00 p.m.)  
 Half day (at least 3.5 hours)

- H. Segment Length:**  I confirm by checking this box that I have made an effort to schedule speakers for presentation times measurable in quarter-hour increments (15, 30, 45, 60), except introductory and closing remarks.
- I. Professional Responsibility MCLE credit, if included:** *PMCLE topics (professionalism, diversity issues, mental illness and addiction issues, civility, and legal ethics) must be a minimum of one hour for full day programs and a minimum of one-half hour for half day programs; any presenter/topic segments within this hour or half-hour must be in increments of 15 minutes for MCLE credit purposes. Please indicate the number of proposed PMCLE credit hours: None*
- J. Financial Contributors:**  I have secured financial contributors for this program and have reviewed and followed the guidelines of ISBA's Financial Contributor Policy. Financial Contributor's Name(s) for publicity, address, phone, email, and amount pledged: \_\_\_\_\_
- K. Pre-Program Teleconference:**  (optional) I intend to lead a pre-program planning telephone conference for all presenters no later than 7 – 8 weeks prior to the program date. I request ISBA assistance with telephone conference capabilities. (preferred telephone conference date or week: \_\_\_\_\_)
- L. Publications (optional):** Please identify one or more authors to write on program topics for an *Illinois Bar Journal*, newsletter article, or *Illinois Lawyer Now* blog post related to this CLE program. ISBA staff will contact this person with details about the submission process. \_\_\_\_\_

### MARKETING THE PROGRAM

For ISBA marketing purposes please indicate which of the following groups might be interested in this program:

#### ISBA Sections

- Administrative Law  
 Agricultural Law  
 Alternative Dispute Resolution  
 Animal Law  
 Antitrust  
 Bench & Bar  
 Business Advice & Financial Planning  
 Child Law  
 Civil Practice  
 Commercial Banking, Collections & Bankruptcy  
 Construction Law  
 Corporation Securities & Business  
 Corporate Law Department  
 Criminal Justice  
 Education Law  
 Elder Law  
 Employee Benefits  
 Energy, Utilities, Transp. & Telecomm.  
 Environmental Law  
 Family Law  
 Federal Civil Practice  
 Federal Tax  
 General Practice  
 Health Care  
 Human Rights  
 Insurance Law  
 Intellectual Property  
 International & Immigration Law  
 Labor & Employment

- Local Government  
 Mineral Law  
 Real Estate  
 Senior Lawyers  
 State & Local Tax  
 Tort Law  
 Traffic Laws & Courts  
 Trusts & Estates  
 Workers' Compensation  
 Young Lawyers

#### ISBA Committees

- ARDC  
 Corrections and Sentencing  
 Disability Law  
 Government Lawyers  
 Law Office Management & Economics  
 Legal Technology  
 Mental Health Law  
 Military Affairs  
 Racial and Ethnic Minorities  
 Sexual Orientation and Gender Identity  
 Women and the Law  
 Other \_\_\_\_\_

- Certified Public Accountants\* (\*ISBA is approved as a registered public accountant continuing professional education (CPE) sponsor.)  
 Other Organizations/Agencies \_\_\_\_\_

## ISBA Law Ed **LIVE ONSITE\*** Program Agenda Template

*\*Live onsite at any location or live onsite in Chicago office with simultaneous live webcast.*

*(Reminder: The text you submit is the basis for ISBA marketing efforts. Please submit the exact language you recommend for our ads, brochures, etc. ISBA editorial staff will work from this submission, editing as needed.)*

**Program Title:** 2017 Recent Developments in State & Local Tax

**Sponsoring Section:** State & Local Tax

**To what specific type of practitioner is this program directed?**

*(Identify the targeted substantive law practice areas)*

State & Local Tax Attorneys or other Attorneys with an interest in state tax practicing at law firms, industry or governmental agencies

**To what level of practice experience is this program directed?**

Basic  Intermediate  Advanced

**Learning Objectives: What is the specific need this program addresses? What would you tell someone to convince him/her to register for it? What will attendees take away?**

The purpose of this program is to update the participants as to recent changes in statutory, regulatory, case law and policy concerning Illinois State and local taxes

**Lead Coordinator Name, Address, Telephone Number, E-mail Address:** *(Complimentary program registration is provided for one coordinator.)*

David J. Kupiec, JD, CPA

ABC Law Firm

123 Street Name Rd.

City, IL 12345

123-456-7890

Sample@email.com

**On-Site Program Moderator** *(Please Note: In our efforts to keep expenses to a minimum, local moderators are preferred and only one moderator will receive travel/hotel reimbursement per program. Complimentary program registration is provided for one moderator for half-day programs and two moderators for full-day programs. Any additional moderators or coordinators can attend the program for \$25. Please indicate the moderator receiving travel/hotel reimbursement: \_\_\_\_\_ and moderator(s) receiving complimentary registration\* \_\_\_\_\_ David Kupiec \_\_\_\_\_)*

**Moderator Name, Addresses, Telephone Number, E-mail Address**

David J. Kupiec

See Above

### **Speaker Recruitment**

When selecting speakers please consider the following requirements and communicate these requirements to each speaker when invited:

- **Speaker will agree to submit materials and Power Point 4 weeks prior to program date for MCLE topics and 6 weeks prior to program date for PMCLE topics**
- **Speaker will agree to submit original materials or to secure written permission for ISBA to reprint copyrighted works in course books and electronic products**
- **Speaker agrees to arrive not less than 30 minutes prior to presenting**
- **Speaker is an ISBA Member or I will invite the presenter to join ISBA (<http://www.isba.org/membership/join>)**

- Speaker agrees to be videotaped and has or will sign and submit an ISBA presentation agreement
- Speaker has received the checklist for PMCLE topic presentations  
[www.isba.org/sites/default/files/cle/coordinators/IL%20Commission%20on%20Professionalism%20Checklist.pdf](http://www.isba.org/sites/default/files/cle/coordinators/IL%20Commission%20on%20Professionalism%20Checklist.pdf)
- Speaker has completed all or part of ISBA's faculty development series [www.isba.org/cle/faculty](http://www.isba.org/cle/faculty)
- If speaker is an out-of-state presenter, he/she agrees to same reimbursement limits as ISBA's in-state presenters

## Directions for Preparing the Program Agenda and Submitting Program Proposal

**When drafting the Program Agenda,  
include the following information for each segment topic:**

*Please attach additional pages for each segment as needed.*

- ✓ **Topic Title** State Tax Legislative Issues That Businesses Are Concerned About
- ✓ **Topic Length** (in 15-minute increments only) 45 minutes
- ✓ **Topic Description** (2-3 sentences) Representatives from the Illinois Chamber of Commerce and the Taxpayers' Of Illinois address state tax legislative issues that impact their members. This session will also include a discussion of proposed and potential Legislative items that the business community supports as well as items that impact all Illinois residents.
- ✓ **Presenter Name, Address, Telephone Number (cell and office), & E-mail Address** \_\_\_\_\_

Carol S. Portman  
ABC Law Firm  
123 Street Name Rd.  
City, IL 12345  
123-456-7890  
Sample@email.com

Keith Staats  
ABC Law Firm  
123 Street Name Rd.  
City, IL 12345  
123-456-7890  
Sample@email.com

- ✓ (optional) **One web address to link from the ISBA program webpage to the speaker's biographical information or firm website** \_\_\_\_\_
- ✓ **If using out-of-state presenters, please include justification:** \_\_\_\_\_

- ✓ **Topic Title** Illinois Department of Revenue Update
- ✓ **Topic Length** (in 15-minute increments only) 45 minutes
- ✓ **Topic Description** (2-3 sentences) This session provides an Illinois Department of Revenue update on current tax and administrative issues as well as recent Department policy changes.
- ✓ **Presenter Name, Address, Telephone Number (cell and office), & E-mail Address** \_\_\_\_\_

Mark Dyckman  
ABC Law Firm

123 Street Name Rd.  
City, IL 12345  
123-456-7890  
Sample@email.com

Brian E. Fliflet  
ABC Law Firm  
123 Street Name Rd.  
City, IL 12345  
123-456-7890  
Sample@email.com

- ✓ **(optional) One web address to link from the ISBA program webpage to the speaker's biographical information or firm website** \_\_\_\_\_
- ✓ **If using out-of-state presenters, please include justification:** \_\_\_\_\_
  
- ✓ **Topic Title** Cook County and City of Chicago Tax Changes and Court Case Update
- ✓ **Topic Length** *(in 15-minute increments only)* 45 minutes
- ✓ **Topic Description** *(2-3 sentences)* An overview of recent Cook County and City of Chicago tax changes including changes to Chicago's lease tax, amusement tax as well as a discussion concerning recently issued and pending court cases.
- ✓ **Presenter Name, Address, Telephone Number (cell and office), & E-mail Address**

Stanley R. Kaminski  
ABC Law Firm  
123 Street Name Rd.  
City, IL 12345  
123-456-7890  
Sample@email.com

David J. Kupiec  
ABC Law Firm  
123 Street Name Rd.  
City, IL 12345  
123-456-7890  
Sample@email.com

- ✓ **(optional) One web address to link from the ISBA program webpage to the speaker's biographical information or firm website** \_\_\_\_\_
- ✓ **If using out-of-state presenters, please include justification:** \_\_\_\_\_
- ✓ **Topic Title** \_\_\_\_\_ Recent Illinois Property Tax Legislative Changes, Court Decisions and Issues To Monitor
- ✓ **Topic Length** *(in 15-minute increments only)* 60 minutes
- ✓ **Topic Description** *(2-3 sentences)* \_\_\_\_\_ This panel presentation addresses the property tax issues that are currently being considered by the Illinois General Assembly, as well as potential policy issues and recent court decisions.
- ✓ **Presenter Name, Address, Telephone Number (cell and office), & E-mail Address** \_\_\_\_\_

Timothy E. Moran  
ABC Law Firm  
123 Street Name Rd.  
City, IL 12345  
123-456-7890  
Sample@email.com

John K. Norris  
ABC Law Firm  
123 Street Name Rd.  
City, IL 12345  
123-456-7890  
Sample@email.com

Gary H. Smith  
ABC Law Firm  
123 Street Name Rd.  
City, IL 12345  
123-456-7890  
Sample@email.com

- ✓ **(optional) One web address to link from the ISBA program webpage to the speaker's biographical information or firm website \_\_\_\_\_**
- ✓ **If using out-of-state presenters, please include justification: \_\_\_\_\_**
  
- ✓ **Topic Title \_\_\_\_\_ Recent Illinois Income, Franchise & Sales Tax Legislation, Court Decisions, Regulations and Issues to Monitor**
- ✓ **Topic Length (in 15-minute increments only) 45 \_\_\_\_\_**
- ✓ **Topic Description (2-3 sentences) This session provides an overview of recent Illinois income, franchise and sales tax issues being addressed by the Illinois Courts as well as the recently enacted sales and income tax legislation.**
- ✓ **Presenter Name, Address, Telephone Number (cell and office), & E-mail Address \_\_\_\_\_**

David P. Dorner  
ABC Law Firm  
123 Street Name Rd.  
City, IL 12345  
123-456-7890  
Sample@email.com

Natalie M. Martin  
ABC Law Firm  
123 Street Name Rd.  
City, IL 12345  
123-456-7890  
Sample@email.com

- ✓ **(optional) One web address to link from the ISBA program webpage to the speaker's biographical information or firm website \_\_\_\_\_**
- ✓ **If using out-of-state presenters, please include justification: \_\_\_\_\_**

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**Please attach your Program Agenda to this completed Form.  
Submit your proposal, with completed Agenda and any attachments in Microsoft Word to:**

**CLE Department, Attn: Janean Goby  
Illinois State Bar Association, 424 South Second Street, Springfield, IL 62701  
Fax: (217) 525-0712 e-mail: [jgoby@isba.org](mailto:jgoby@isba.org)**

*Thank you for your proposal!*

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**COORDINATORS:**

**Please distribute the following page to each of your speakers so they will know what to expect from ISBA and what ISBA needs from them. This form can also be found online at:  
[www.isba.org/cle/coordinators](http://www.isba.org/cle/coordinators)**



**THANK YOU FOR AGREEING TO SPEAK FOR THE ISBA!**

**What you can expect:**

- Contact from the ISBA CLE Coordinator to confirm the dates and times for your presentation
- Contact from the ISBA CLE Department regarding deadlines and program information
- Publicity for you and your firm in ISBA brochures, marketing emails, and/or color flyers, as well as on our website and in the course materials
- A speaker invitation letter that you can use to invite all your peers to the program
- Complimentary preparation time MCLE credit at 6 times your actual presentation time
- Complimentary registration to the program at which you are speaking

## **What ISBA Expects:**

- **Your agreement to submit written materials, legal forms, and/or PowerPoint presentation at least 4 weeks prior to program date for MCLE topics and 6 weeks prior to program date for PMCLE topics**
- **Your agreement to submit original materials or to secure written permission for ISBA to reprint copyrighted works in course books and electronic products**
- **Your agreement to arrive not less than 30 minutes prior to presenting**
- **Your membership in ISBA - or consideration to join ISBA (<http://www.isba.org/membership/join>)**
- **Your agreement to be videotaped by submitting a signed ISBA presentation agreement**
- **Your agreement to review the Checklist for Professional Responsibility topic presentations if you are presenting a segment that qualifies for PMCLE credit ([www.isba.org/sites/default/files/cle/coordinators/IL%20Commission%20on%20Professionalism%20Checklist.pdf](http://www.isba.org/sites/default/files/cle/coordinators/IL%20Commission%20on%20Professionalism%20Checklist.pdf))**
- **Your review and completion of all or part of ISBA's Faculty Development Series ([www.isba.org/cle/faculty](http://www.isba.org/cle/faculty))**
- **Your agreement to comply with the ISBA travel reimbursement guidelines and limitations**





**STUDIO or WEBINAR  
PRESENTATIONS\*  
2015-16 Program Proposal  
Illinois State Bar Association**

**Complete forms must accompany all proposals.**

*\*NO ONSITE AUDIENCE.*

- *Studio Presentations are live webcasts aired via the Internet at the time of recording from the ISBA Regional Office, Chicago, Illinois.*
- *Webinars are slides and audio presented lived from any location that has Internet and phone.*

**Submission Deadlines\* -- Recording Periods:**

7/15	Oct./Nov.
9/15	Dec./Jan.
11/15	Feb./March
1/15	April/May
3/15	June
5/15	Sept.

\*For "hot topics" you may request an expedited schedule for your recording date.

**Form is also available at:**  
[www.isba.org/cle/coordinators](http://www.isba.org/cle/coordinators)

Please Submit a Typed Form

**EXAMPLE PROGRAM PROPOSAL**

I CONFIRM BY CHECKING THIS BOX THAT I HAVE MADE AN EFFORT TO SECURE PRESENTERS WHO REFLECT THE GEOGRAPHIC, ETHNIC, AND GENDER DIVERSITY OF THE BAR.

- 
- A. **Sponsoring Section Council/Standing or Special Committee:** Administrative Law Section Council
- B. **Co-sponsoring ISBA Section Council(s) or Committee(s):** International and Immigration Law Section Council
- C. **Title of proposed program** (*keep it short, simple, and catchy!*): Immigration Hearings: How to Get the Job Done
- D. **Person(s) submitting proposal** (*Include name, address, telephone number, e-mail address, and section committee on which you serve*):  
Tracy Douglas  
ABC Law Firm  
123 Street Name Rd.  
City, IL 12345  
123-456-7890
- Sample@email.com
- E. **Requested Program Date(s)\*:** March 23  
*\*If Hot Topic Expedited Date is Requested, Provide Justification \_\_\_\_\_*
- F. **Short Program Length, indicate time:** (*1-2 hours recommended*) 1 hour

- G.**  I confirm by checking this box that I have made an effort to schedule speakers for presentation times measurable in quarter-hour increments (15, 30, 45, 60), except introductory and closing remarks.
- H.** **Professional Responsibility MCLE credit, if included: PMCLE topics** (*professionalism, diversity issues, mental illness and addiction issues, civility, and legal ethics*) **must be a minimum of one hour for full day programs and a minimum of one-half hour for half day programs; any presenter/topic segments within this hour or half-hour must be in increments of 15 minutes for MCLE credit purposes. Please indicate the number of proposed PMCLE credit hours: 1**
- I.**  **Pre-Program Teleconference (optional): I intend to lead a pre-program planning telephone conference for all presenters no later than 7 – 8 weeks prior to the program date. I request ISBA assistance with telephone conference capabilities.** (*preferred telephone conference date or week: \_\_\_\_\_*)
- J.**  **Publications (optional):** Please identify one or more authors to write on program topics for an *Illinois Bar Journal*, newsletter article, or Illinois Lawyer Now blog post related to this CLE program. ISBA staff will contact this person with details about the submission process. \_\_\_\_\_

### MARKETING THE PROGRAM

For ISBA marketing purposes please indicate which of the following groups might be interested in this program:

#### ISBA Sections

- Administrative Law
- Agricultural Law
- Alternative Dispute Resolution
- Animal Law
- Antitrust
- Bench & Bar
- Business Advice & Financial Planning
- Child Law
- Civil Practice
- Commercial Banking, Collections & Bankruptcy
- Construction Law
- Corporation Securities & Business
- Corporate Law Department
- Criminal Justice
- Education Law
- Elder Law
- Employee Benefits
- Energy, Utilities, Transp. & Telecomm.
- Environmental Law
- Family Law
- Federal Civil Practice
- Federal Tax
- General Practice
- Health Care
- Human Rights
- Insurance Law
- Intellectual Property
- International & Immigration Law
- Labor & Employment

- Local Government
- Mineral Law
- Real Estate
- Senior Lawyers
- State & Local Tax
- Tort Law
- Traffic Laws & Courts
- Trusts & Estates
- Workers' Compensation
- Young Lawyers

#### ISBA Committees

- ARDC
- Corrections and Sentencing
- Disability Law
- Government Lawyers
- Law Office Management & Economics
- Legal Technology
- Mental Health Law
- Military Affairs
- Racial and Ethnic Minorities
- Sexual Orientation and Gender Identity
- Women and the Law
- Other \_\_\_\_\_

- Certified Public Accountants\* (\*ISBA is approved as a registered public accountant continuing professional education (CPE) sponsor.)**
- Other Organizations/Agencies \_\_\_\_\_**

# ISBA Law Ed **STUDIO or WEBINAR PRESENTATION** Program Agenda Template

*\*No onsite audience. Studio Presentations are live webcasts aired via the Internet at the time of recording from the ISBA Regional Office, Chicago, Illinois. Webinars are slides and audio presented live from any location that has Internet and phone capabilities.*

*(Reminder: The text you submit is the basis for ISBA marketing efforts. Please submit the exact language you recommend for our ads, brochures, etc. ISBA editorial staff will work from this submission, editing as needed.)*

**Program Title:** Immigration Hearings: How to Get the Job Done

**Sponsoring Section:** Administrative Law Section Council

**To what specific type of practitioner is this program directed?**  
(Identify the targeted substantive law practice areas)

\_\_\_\_\_  
\_\_\_\_\_

**To what level of practice experience is this program directed?**

Basic                       Intermediate                       Advanced

**Learning Objectives: What is the specific need this program addresses? What would you tell someone to convince him/her to register for it? What will attendees take away?**

A person comes to you with notice of an immigration hearing. How would you handle the case? Attendees will learn the nuts and bolts of how immigration hearings work and how to best represent their clients.

**Lead Coordinator Name, Address, Telephone Number, E-mail Address:** *(complimentary program registration is provided for one coordinator.)*

Tracy Douglas  
ABC Law Firm  
123 Street Name Rd.  
City, IL 12345  
123-456-7890  
Sample@email.com

**Program Moderator** *(Please Note: In our efforts to keep expenses to a minimum, local moderators are preferred and only one moderator will receive travel/hotel reimbursement per program. Complimentary program registration is provided for one moderator for half-day programs and two moderators for full-day programs. Any additional moderators or coordinators can attend the program for \$25. Please indicate the moderator receiving travel/hotel reimbursement: \_\_\_\_\_ and moderator(s) receiving complimentary registration\* \_\_\_\_\_*

**Interviewer/Moderator Name, Addresses, Telephone Number, E-mail Address**

Patrick Kinnally  
ABC Law Firm  
123 Street Name Rd.  
City, IL 12345  
123-456-7890  
Sample@email.com

## **Speaker Recruitment**

When selecting speakers please consider the following requirements and communicate these requirements to each speaker when invited:

- **Speaker will agree to submit materials and Power Point 4 weeks prior to program date for MCLE topics and 6 weeks prior to program date for PMCLE topics**
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- **Speaker is an ISBA Member or I will invite the presenter to join ISBA (<http://www.isba.org/membership/join>)**
- **Speaker agrees to be videotaped and has or will sign and submit an ISBA presentation agreement**

- Speaker has received the checklist for PMCLE topic presentations [www.isba.org/sites/default/files/cle/coordinators/IL%20Commission%20on%20Professionalism%20Checklist.pdf](http://www.isba.org/sites/default/files/cle/coordinators/IL%20Commission%20on%20Professionalism%20Checklist.pdf)
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- If speaker is an out-of-state presenter, he/she agrees to same reimbursement limits as ISBA's in-state presenters

## **Directions for Preparing the Program Agenda and Submitting Program Proposal**

**When drafting the Program Agenda,  
include the following information for each segment topic:**

*Please attach additional pages for each segment as needed.*

- ✓ **Topic Title: Immigration Hearings: How to Get the Job Done**
- ✓ **Topic Length** (*in 15-minute increments only*) 1 hour
- ✓ **Topic Description** (*2-3 sentences*) How do immigration review hearings go? A panel of immigration attorneys will explain how hearings proceed and how to best represent your client in an immigration hearing.
- ✓ **Presenter/Panelist Name, Address, Telephone Number, & E-mail Address** \_\_\_\_\_
- ✓ (*optional*) **One web address to link from the ISBA program webpage to the speaker's biographical information or firm website** \_\_\_\_\_
- ✓ **If out-of-state presenter, please include justification:** \_\_\_\_\_  
Patrick Kinnally  
ABC Law Firm  
123 Street Name Rd.  
City, IL 12345  
123-456-7890  
Sample@email.com  
  
Scott Pollock  
ABC Law Firm  
123 Street Name Rd.  
City, IL 12345  
123-456-7890  
Sample@email.com
- ✓ (*optional*) **One web address to link from the ISBA program webpage to the speaker's biographical information or firm website** \_\_\_\_\_

---

***Please attach your Program Agenda to this completed Form.  
Submit your proposal, with completed Agenda and any attachments in Microsoft Word to:***

CLE Department, Attn: Janean Goby  
Illinois State Bar Association, 424 South Second Street, Springfield, IL 62701  
Fax: (217) 525-0712 e-mail: [jobgy@isba.org](mailto:jobgy@isba.org)

***Thank you for your proposal!***

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**COORDINATORS:**

**Please distribute the following page to each of your speakers so they will know what to expect from ISBA and what ISBA needs from them. This form can also be found online at:**  
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**THANK YOU FOR AGREEING TO SPEAK FOR THE ISBA!**

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<http://www.isba.org/membership/join>)

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([www.isba.org/sites/default/files/cle/coordinators/IL%20Commission%20on%20Professionalism%20Checklist.pdf](http://www.isba.org/sites/default/files/cle/coordinators/IL%20Commission%20on%20Professionalism%20Checklist.pdf))
- **Your review and completion of all or part of ISBA's Faculty Development Series**  
([www.isba.org/cle/faculty](http://www.isba.org/cle/faculty))
- **Your agreement to comply with the ISBA travel reimbursement guidelines and limitations**