



***Please read all items for crucial information.**

Call for Proposals

Deadline: Friday, July 6, 2018

NSBA Council of School Attorneys 2019 School Law Seminar March 28-30 Philadelphia, PA

The NSBA Council of School Attorneys invites its members and specialists in the field to submit proposals for our 2019 School Law Seminar to be held March 28-30 in Philadelphia, Pennsylvania.

Answers to frequently asked questions appear below. Please feel free to contact Sonja Trainor (strainor@nsba.org) if you have others.

What do I need to know about the seminar before submitting my proposal?

The School Law Seminar attracts 350+ school attorneys from the U.S. and Canada. These attorneys are employed by firms, school districts, and state school boards associations. They are an engaged, energetic audience with important questions and examples to share from their practices. For the most part, our attendees have many years of experience in the school law field. They are looking for **in-depth materials and discussion**, not an introduction to your subject. Our most highly-rated speakers present **prepared, interactive, and entertaining** sessions with plenty of audience participation.

COSA applies for CLE credit in all states with a mandatory CLE requirement. This seminar will offer at least 1 hour of ethics credit and 10-12 hours of CLE in total.

Although the program format is subject to change based on the proposals received, space and time have been set aside for general (entire seminar audience) and concurrent (break-out) sessions. Concurrent sessions will offer in depth experiences for 50-150 participants. These sessions ideally are held in more of a “workshop” format rather than a lecture format and should be designed to **involve participants in a meaningful way**.

If my proposal is accepted, what materials will I be required to submit?

Because COSA seeks approval of our Seminar for CLE credit, all sessions must be supported by substantive materials. COSA requires a presentation paper as well as a visual presentation such as a power point slide deck, both due in January. **Your materials must be submitted in final, edited and proofed form. We will review only for typos, substantive errors, and relevance. COSA reserves the**

right to withdraw an invitation to present at the 2019 School Law Seminar if materials are not received in a timely fashion or are inappropriate for publication.

If my proposal is accepted, which of my expenses does COSA cover?

COSA offers a complimentary registration and airfare for **one presenter per session**. Additional presenters who wish to attend the Seminar will be required to register and cover their individual travel expenses.

May I submit my name and speaking resume, rather than a formal proposal?

Yes. You may submit a resume listing areas of expertise, prior speaking experience, and references. Speaker resumes may be used by the Committee to fill speaking slots at the School Law Seminar, and will be retained by COSA for three years. Future seminar committees and COSA staff may refer to resumes to fill other speaking opportunities.

If you would like to be considered in this manner, please send your speaking resume to Sonja Trainor at strainor@nsba.org.

What is the proposal/speaker approval process?

Please use the attached Session Proposal form to submit a proposal for a specific session.

All proposals/resumes received by Friday, July 6, 2018 will be evaluated by the seminar planning committee. Each firm or organization may submit up to three (3) proposals. The committee will make every effort to contact members whose proposals have been accepted by September 2018.

Please do not submit audio or videotapes, or materials of an extensive length with your proposal, as the selection committee will not be able to review them.

The committee vets speakers with state school boards associations, and gives preference to speakers with significant success presenting to attorneys at the state and/or national level.

What topics would the Seminar Committee like to see on the Seminar program?

The Seminar Committee encourages proposals for sessions that address **current** and **relevant** school law issues in an **in-depth** and **interactive** manner. This year, the Committee encourages proposals on all topics of national importance to school attorneys and their clients.

As examples, topic areas requested by prior seminar attendees are listed below.

- School Safety
- Bullying and Cyberbullying
- Violence in Schools
- ADA and 504 accommodations
- Student Discipline

Sexual harassment/sex discrimination
Employee discrimination/termination issues
Fourth Amendment
Free Speech
Inappropriate coach/student behavior

What are the proposal and speaker resume evaluation criteria?

The Committee will evaluate proposals and speaker resumes based on the following criteria:

- Presenter demonstrates how the session will **engage and involve the audience** (discussion, Q&A, small group work, hypotheticals, polls via online app, etc.)
- Topic is of **high interest and relevance** to school attorneys and addresses the needs of the experienced school law practitioner or the attorney new to the practice (if a “boot camp” session).
- Presenter provides evidence of **previous experience** in presenting school law topics to attorneys at the state or national level.
- Presenter provides references for prior speaking experience. The Committee will give preference to speakers with strong references from his or her state school boards association.
- Proposal gives a clear, concise picture of **what the session will include**.
- **Session objectives are clear and can be met** realistically in the time allowed.
- Presentation will provide **solid, practical “how-to” information** such as a sample policy or procedural check list.
- Program is not wholly based on state law, but is **national in scope**.

Note: In accordance with state CLE requirements, COSA has a Financial Hardship Policy designed to allow all members the opportunity to participate in COSA CLE offerings. It is available at <http://www.nsba.org/services/council-school-attorneys-cosa/school-law-seminars-and-webinars/financial-hardship-policy>.

NSBA Council of School Attorneys * 1680 Duke St., 2nd Floor * Alexandria, VA 22314 * 703.838.6722

**NSBA Council of School Attorneys
2019 School Law Seminar
March 28-30
Philadelphia, PA**

SESSION PROPOSAL

Proposal deadline: Friday, July 6, 2018
Send to: **Sonja Trainor, strainor@nsba.org**.

Contact Information:

*Name of Primary Presenter/Session Leader: _____

Other Presenters: _____

Law Firm/Organization Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Phone Number: _____ Fax Number: _____ Website _____

E-Mail Address for Primary Presenter/Session Leader: _____

Attach bio or background information about each presenter or provide web link to bio.

*(COSA will offer a complimentary registration and airfare for one presenter per session, normally the session leader. Additional presenters are required to register for the 2019 School Law Seminar and cover their personal travel expenses.)

Session Information:

- Time required for presentation/session: 50-60 minutes 75 minutes
 90 minutes Other - please describe:
- Concurrent (break-out) session General session Ethics session Other: please describe

Proposed title of presentation/session:

50-word synopsis of session (to be used in promotional materials):

Objectives of session:

What practical “tool” will you provide (e.g. sample policy, procedural check list, etc.)?

Additional information – You may attach up to two pages of supporting information.

Please list below or attach your recent state and national-level presentations to attorneys.

Proposal deadline: **Friday, July 6, 2018** – Send to: **Sonja Trainor, strainor@nsba.org**. Call Sonja Trainor at 703-838-6155 with questions about proposal submissions.

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