



EBA Program Description Form
Must be completed and sent with calendar request to
Marlo Brown-Carpenter at EBA.

marlo@eba-net.org

Name/Contact of Volunteer Coordinator:

Title of program*:

**Please keep the title pithy.*

Type of program: Luncheon Reception Teleconference Webcast All-Day Program
 Other, Describe:

Date: _____ **Time-Start/End:** _____ **(ET)**

Location:

[Include Host firm's name and room capacity (for internal use only)]

CLE Credit: Do you anticipate requesting CLE for this program:

- Yes, I would like EBA to apply for CLE? Indicate which states:
 No CLE
 I would like help evaluating if this program is worthy of CLE

Recording Program: EBA's goal is to record all educational programs for our On-Demand Library, as long as the program has a shelf life, and is of interest to a large audience. Generally programs that are selected for recording are also approved for CLE credits. *To record a program requires significant expense to EBA and will require a more planning time (up to 6 weeks) for the speakers.*

- Yes, I would like EBA to consider recording this program**
 No, this program is not worthy of recording.

Brief Description of program to use in promotional e-mails/materials:

Presented by which EBA Committee(s) or Chapter:

Co-Marketing: Would you like EBA to invite other bar associations or industry organizations to co-market this program to their membership? If so, which organizations? (Please note, all invitations to co-market programs must be approved by the EBA Joint Enterprise Committee):

Please list the program moderator and speakers. Include Name, Title, Organization or Company for each speaker/moderator:

Moderator:

Panelists:

PLEASE NOTE: the EBA generally does not provide travel reimbursement for speakers or pay speaker fees.

Other Meeting Specifics:

Meeting has financial sponsors (include list of sponsors)

Program includes a hosted lunch, paid for by:

Program includes a hosted Networking reception immediately following the meeting, paid for by:

Location Details: Provide specific details regarding parking, Metro, access to the location:

Media: It is EBA's goal to always allow media. Is there any reason media cannot attend this event? YES NO

If yes, please describe:

Questions for the Panelists:

[Optional] If you would like people to ask questions in advance, complete this info:

Please send any questions for the panelists to:

Name: _____ at [email address] _____ no later than _____

WHO IS THE AUDIENCE?:

Please indicate the **PRIMARY** audience for this program:

Energy Attorney Energy Professional/Consultant Student Other:

Number of years experience in energy:

1-4 years 5-10 years 10 or more years

ENERGY FIELD(S) OF PRACTICE – Check all that apply (F=Federal, S=State):

ELECTRIC: F S GAS: F S HYDRO: F S TRANSACTIONAL: F S FINANCE: F S NUCLEAR: FS

OIL: F S OTHER: F S (provide details)

Please indicate if this program would appeal to a specific chapter/geographic area:

Houston Rocky Mountain Midwest Southern New Orleans Western Northeast Canada

Other:

EBA staff will insert registration rates, payment and cancellation details into the marketing material.

As a reminder, the EBA Board has set and approved Program Fee Guidelines:

The EBA Board has adopted a minimum fee structure for EBA events organized at both the national and chapter levels. The fee structures do not apply to either National or Chapter annual meetings. Those excluded events shall continue to be priced individually with prior approval from the EBA Board. Also, lower fees can be proposed for current students and government employees.

RETURN COMPLETED FORM TO MARLO BROWN-CARPENTER AT MARLO@EBA-NET.ORG