

Colorado Defense Lawyers Association  
2014 Presentation Requirements

You have spent years honing your skills as a professional. Now share your experience and knowledge with others by presenting a CLE or Webinar to CDLA members.

The opportunity to present will provide high-quality networking opportunities with the CDLA membership, which currently stands at 800. Your presentations also will be an essential component of our efforts to grow membership and expand networking opportunities with our members (and non-members). Presentations should be designed to include all industry sectors (construction, employment, defense litigation, etc) and should focus on current and emerging developments in civil defense, proper practices, and challenges faced by CDLA members. Presentations may be intended for all levels of experience – from fundamental to intermediate to advanced topics. We strongly encourage speakers to format their presentations to allow for 45 minutes of substantive content with five minutes for introductions at the beginning and 10 minutes for Q & A at the end (double for a two or three hour CLE) Because it is critical that members view these presentations as an essential component of their practice, it is important that the presentations impart your knowledge and expertise on a given subject matter rather than acting as an infomercial for your company. In this manner, the CDLA reserves the right to review and consult with you on the content of each presentation.

While CDLA welcomes submissions on a variety of defense topics, below are some presentation ideas generated by the 2014 Membership Committee, consisting of Jan Spies, Brendan Powers, Jane Lucero, Katherine Otto, Kristin Caruso and Echo Ryan. We are open to new, cutting-edge topics as well.

- Professional Ethics
- Voir Dire
- Best Practices for Law Firms Profitability
- Cross examination of experts
- How to get medical records when you cannot get a release in light of HIPAA
- Statutory Offer of settlement without exposing your client to the risk of unsatisfied medical liens
- Neuropsychology
- Using technology in the Court Room
- FRCP 26(a)(2) proposed change

**Guidelines for submitting abstracts:**

We require all presentation abstracts submitted for consideration to maintain the highest standards of excellence. Each must include appropriate acknowledgement and citation of sources, and the promotion or endorsement of commercial products is prohibited. All presentations will last 60 minutes, 45 of presentations, 10 of Q & A, five of introductions. All fees charged participants (end user) will be at the discretion of CDLA management. If your presentation is selected by the Membership Committee, all material needs to stand on its own, not just a replicate of the PowerPoint Slides.

If you have an interest to present a CLE, the requirements are fairly stringent. We ask that you provide the material in advance so the Membership Committee can review it and approve it. The venue will need to be approved by the Executive Director. CDLA will market the event to its members and provide a list of attendees for follow up. If necessary, CDLA will obtain the accreditation from the Supreme Court of Colorado and Wyoming.

**Abstracts should meet the following guidelines:**

- Sent via email to [bo@codla.org](mailto:bo@codla.org)
- Be 300 words or less in length. Abstracts should provide a brief summary of your proposed presentation
- Dates and topics of previous presentations either in classroom or Webinars.
- Title: Clearly note the title of your presentation
- Instructional method: Note the format of your presentation, such as lecture or panel.
- Audience: Note the target audience of your presentation
- Level of Instruction: Indicate whether the presentation is introductory, intermediate, or advanced
- Learning Objectives: Include 4-5 learning objectives for the participants of your presentation
- Prerequisites: Include any prerequisites or prior knowledge needed for participants to benefit from the presentation
- Advanced Preparation: List any advanced readings or other preparation if necessary
- Contact Information: Include your name, daytime phone number, fax number, and email address with the abstract. If your presentation includes more than one presenter, include the contact information for each presenter in your abstract.

**Deadline for all submissions:** We request receipt of all submissions no later than 45 days prior to the proposed event. Abstract revisions are not permitted.

**Statement of Liability:** Authors are responsible for obtaining all necessary permission and clearance for all research prior to submission. CDLA assumes no liability or responsibility for any material that is submitted.

**Confirmation:** All contributors will receive a confirmation of acceptance or non-acceptance 1-2 weeks after the abstract submission. The Membership Committee will evaluate the abstracts submitted, and notify you if the abstract is accepted or denied. If the abstract is accepted, presenters will be asked to provide the PDF presentation to be used for the Seminar or Webinar, current resume, affiliations, disclosures, and contact information. Additionally, copies of materials used need to be provided electronically for future reference. CDLA will advertise the CLE in its “weekender” and 2 separate emails to over 3,000 CDLA email subscribers who are involved in the practice of Law. CDLA will submit to the Colorado Supreme Court and Wyoming for CLE approval, and reserves the right to broadcast and market it throughout the USA. If necessary, will submit to MCLE for multiple state CLE approvals.

**If you are a non-CDLA Attorney – please request the rate sheet from**

Questions:

If you have any questions regarding the submission of abstracts for consideration by the Membership Committee, please contact [bo@codla.org](mailto:bo@codla.org) or 303-263-6466.