

CLASS I PROGRAM CHAIR RESPONSIBILITIES

Each program chair will receive a suggested topic list from the Institute.

Review the schedule of topics and suggested speakers with the Institute for approval **before contacting any speakers**. Once the schedule and speakers have been approved, contact your identified speakers. If an identified speaker is unable to commit, please clear any identified replacement speaker with the Institute before contacting that potential speaker.

Please inform your speakers that they should assume all attendees have a good working knowledge of the subject matter being presented. This is an advanced-level program. The speakers should incorporate advanced practical examples into each presentation.

As soon as a speaker has confirmed his/her participation in the program, you will need to:

- Obtain a short bio of the speaker and a very short description of the topic of the speaker. This is necessary for us to get the CLE accreditation from The Bar Associations. Once you have this information for all of your scheduled speakers, please forward in one package at the same time to the HOA webmaster at Support@HOAFellowsInstitute.org. Please do not send this information individually for each speaker at different times.
- Furnish each speaker's email address to the HOA webmaster at Support@HOAFellowsInstitute.org so that the speaker can be added to the HOA mailing list.
- Obtain a signed release from each speaker for the use of his/her printed material. If a speaker will be including materials written by another author, the speaker must provide a signed release from the author of that material. (Available at www.hoafellowsinstitute.org/speaker-materials)
- Provide each speaker a copy of the Institute's expense reimbursement policy. (Available at www.hoafellowsinstitute.org/speaker-materials)

HEART OF AMERICA FELLOWS INSTITUTE

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Written materials are due no later than thirty (30) days before the date of the program to afford attendees the opportunity to review the materials prior to the actual presentations. Written materials are to be forwarded to the Heart of America Fellows Institute webmaster at Support@HOAFellowsInstitute.org to be uploaded to the website for participant access. PowerPoint presentations are due no later than one (1) week before the date of the program (and should also be submitted to Support@HOAFellowsInstitute.org). Speakers with PowerPoint presentations are asked to bring a copy on a thumb drive in case there is a problem with the uploaded version.

On the day of your program, one of the Deans of the Institute will give brief opening remarks thanking the sponsors and introducing you. You will be responsible for giving a brief overview of the day's session and then introducing each speaker. It will be your responsibility to keep the program on schedule. As the program chair, you are expected to stay for the entire day's program.

Optional but encouraged: On the Thursday evening of each class session, the Institute will host a nice reception with open bar and heavy hors d'oeuvres. You and your speakers are welcome and encouraged to attend the reception along with our class participants, ACTEC Fellows, and sponsors. An invitation will be sent prior to each session, but please mention the event to your speakers as you are inviting them to participate.

Thank you for your commitment to making Class I of the Heart of America Fellows Institute a success!