

Guidelines

Call for Presentations 2024:

Submission and Selection Process

ALA's events fuel the development and advancement of legal management professionals by providing both proven solutions and innovative thinking in an inviting and exciting environment. Attendees connect with talented, diverse, and engaged presenters and colleagues who share their experience and expertise generously. We are seeking your creative participation in designing events that optimize learning by providing the very best, high-level, relevant, and thought-provoking content.

A legal administrator is the business manager of a law firm. In fact, 90% of the audience will be administrators of law firms, while 5% will be legal administrators of a corporate or government law department. Most ALA event attendees are NOT lawyers.

Proposals will be reviewed based on the following criteria:

Is the topic current, relevant and pragmatic?

Does the session intend to provide tips and/or tools that attendees can use immediately?

Is the content easily transferable across multiple settings (e.g. private law firm, government law offices, corporate law office, small firms, large firms, etc.)?

Is the session designed to meet the needs of the target audience identified in the proposal?

Are the program description and objectives provided clear and well-defined, and free of errors?

Selection Process

Please note that in most cases we limit presenters to being involved in no more than two sessions per event. We suggest that you first develop your submission proposal in Word and then copy and paste the information into the appropriate sections online. To help expedite the submission process, it will help to have the following information readily available:

- The date and title of your most recent ALA presentation, if any.
- Your biography
- Your most recent professional headshot
- Details related to at least two prior speaking experiences, if available. You will need the name of the event and hosting organization, the date of the event, and the name and contact information for your point of contact.
- Links to video footage of your prior speaking engagements, if available.
- The proposed session title and description.
- At least three learning objectives.
- Details regarding any interactive activities that will be incorporated into the session.
- The contact information, biography and professional headshot of your co-presenters, if any.