

Speaker Request Form



Please complete as much information as you have about your event and speaker requirements and e-mail it to Wendy Muchman, Director of Outreach-Chicago, ARDC, at wmuchman@iadc.org.

MCLE/PCLE Credit*:

Will the sponsoring organization be seeking MCLE/PCLE credit for this program? _____

- * Under the MCLE Rules, the event sponsor is responsible for seeking course accreditation and complying with the requirements of a CLE course provider or and Accredited CLE Provider. If you have any questions about how to obtain accreditation for your program, please consult the MCLE Board website at www.mcleboard.org.

Contact Information:

Sponsoring Organization: _____

Contact Name: _____

Contact Position: _____

Contact Phone/Fax Number: _____

Contact E-mail: _____

Contact Address: _____

Website URL: _____

Please Describe Your Program:

Date of Program: _____

Time of Program: _____

Location of Program: _____

Name of Program: _____

What is the Theme/Purpose of the Program: _____

Requested Speaker (if you are interested in a particular speaker): _____

Proposed Topic(s): _____

Time of Speaker's Presentation: _____

Length of Presentation: _____

Presentation Format (panel, speech, roundtable, etc.): _____

Audience Composition:

Approximate Size of Audience Expected: _____

Is this program directed solely to lawyers? _____

If yes, to what specific type of practitioner is this program directed? _____

To what level of practice experience is this program directed? _____

Will this event be videotaped? _____

Written Materials/Biography:

Due Date for Written Materials & Biography: _____

E-mail address where written materials & biography can be sent: _____

Audio/Visual Equipment:

If audio/visual is used, is the sponsor capable of making arrangements? _____

Due Date for Submission: _____

Contact Person for audio/visual arrangements: _____

Please provide any needed information on directions, how early the speaker should arrive before the presentation, where to report upon arrival, etc.

FOR USE BY ARDC STAFF ONLY:

CE file #:	
Intake by:	
Intake date:	
Speaker assigned:	
Date materials sent:	
Date speaker bio sent:	