ARDC of The Supreme Court of Illinois | ATTORNEY REGISTRATION & DISCIPLINARY COMMISSION

ARDC Speaker Request Form

E-mail this form to the Education Department
Education@iardc.org

General Information

The ARDC has staff available to speak on a number of topics related to professional responsibility, ethics, civility, wellness and diversity and inclusion. To request a speaker for your organization or event, complete this form, providing as much information as possible. All requests will be reviewed pursuant to existing ARDC policies, including internal and external DE&I initiatives and staff availability. Non-profit, *pro bono* or other similar legal service organizations and CLE providers will receive preference. Please submit your request as far in advance of your planned event as possible to allow for speaker assignment and coordination of materials. If you have any questions or need help completing this form, please contact the ARDC's Education Department at: Education@iardc.org.

MCLE/PCLE Credit*:

Will the sponsoring organization be seeking MCLE/PCLE Credit for this program? Yes ☐ No ☐

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

Provider or Event Organizer Information:

Name of Organization Submitting Request:

Government or Not for Profit: Yes ☐ No ☐

Coordinator/Point of Contact:

Title:

Email:

Phone:

Program or Event Details:

Program Name/Title/Purpose:

Program Date/Time:

Program Location:

Will Program Be Recorded? Yes ☐ No ☐

Program/Event/Organization Website:

Presentation/Speech Details:

Planned or Proposed Topic(s):

Program Format
(e.g., panel, speech,
roundtable, etc.):

Requested Duration of Presentation:

Speaker Requested:
**leave blank if unknown*

Audience Details:

Approximate Size of Expected Audience:

Is the Program Directed Solely to Lawyers? Yes ☐ No ☐

Additional Information:

Due Date for Written Materials:

Due Date for Presenter's Biography:

Disclaimer/Release Required: Yes ☐ No ☐

Other Directions for Speaker (e.g., arrival time, venue details, etc.):

Prior to requesting a speaker for your event, we ask you to consult the ARDC's Online Learning Portal to determine if your CLE request can be fulfilled via one of our many e-learning opportunities: www.iardc.org

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FOR USE BY ARDC STAFF ONLY:

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