



**Association of Attorney-Mediators
Advanced Attorney-Mediator Training
Speaker Proposal Information Sheet**

We are seeking input from attorney-mediators who wish to be on the conference faculty for AAM's upcoming Advanced Attorney-Mediator Training to be held virtually by Zoom on November 12, 2021. Please complete and return to aam@attorney-mediators.org by July 26, 2021.

1. Presenter(s) Information: (Name, Title, Organization, address, phone number, email)

2. Presenter Bio: (200 words or less which may be used in conference marketing and program materials, as well as MCLE applications) Please also submit a recent headshot to accompany your bio.

3. Presentation Title: _____

4. Presentation Abstract: Provide a concise, 50-word summary that describes your workshop or presentation. (This description may be used for conference marketing and may be included in program materials.)

5. Presentation Outline of Format and Session Content: This section identifies the approach that will be used to meet the project objectives, i.e., principal tasks, their duration, their sequence, and their particular purposes.

6. Required Presentation Equipment: Please let us know if you require any additional virtual meeting engagement tools for your presentation. Standard tools for presenters include Zoom Pro Meetings tools (screen

share, whiteboard, etc.), and audience interaction and polling via Zoom Pro Meeting or Poll Everywhere.

7. Handouts: Please list handouts you plan to distribute. *Some states require handouts be submitted with the MCLE applications. If you have a draft of your handout material that you can send with the proposal, it would be appreciated and will assist us in obtaining MCLE credit in multiple states.* Handouts may include copies of your PowerPoint presentation, a detailed outline, charts, diagrams, checklists, case studies, bibliographies, and list of additional references, etc. Written materials and PowerPoint presentations will need to be submitted to the AAM Office no later than September 30, 2021 to ensure attendee packets can be prepared in advance.)

Key Dates:

- 7/26/2021: Proposal forms due to AAM Office – submit via email to aam@attorney-mediators.org
- 8/9/2021: Proposals reviewed, and responses sent via email from the AAM Office
- 9/30/2021: Materials due to AAM Office
- 11/12/2021: Annual Meeting and Advanced Attorney-Mediator Training

Presentation Tips:

1. Start and end sessions on time.
2. Design the session to be interactive whenever possible. Our members enjoy interacting with polling and live commentary/Q&A (polling is available for the format virtual via Zoom Pro Meeting Tools and Poll Everywhere). Adult learners bring differing levels of experience and content knowledge to a given topic. Identify how the presented information will benefit the participant (learning objectives).
3. When the session has more than one presenter, consult with the other presenters to organize the presentation and material so that it has a logical, structured flow; and share the presentation time to avoid the appearance of one person dominating the discussion. Schedule practices to rehearse in advance so the session flows smoothly.
4. If you plan to use PowerPoint slides, use large type (28-point font size or larger) to allow the information to be read from various attendee devices and screen sizes. Six lines of text per page and six words per line will allow for easier viewing. Use phrases and key words to highlight your presentation instead of building text-heavy slides that will be read during your presentation. Please provide a printable handout of PowerPoint for participants if possible (submit this in advance to the AAM Office).