

# Leadership Orientation Conference



**ENERGY**  
BAR ASSOCIATION®

May 4, 2015



# Energy Bar Association Leadership Orientation Conference

## Agenda

Monday, May 4, 2015

2:30 – 4:30 pm

Hosted at: Davis Wright Tremaine LLP

1919 Pennsylvania Avenue, N.W., Suite 800, Washington, D.C.

1. Welcome and Group Introductions Rich Meyer
2. EBA Strategic Plan Rich Meyer
3. Review Structure of EBA Lisa Levine
4. Leadership Responsibilities Lisa Levine
  - a. Chapter Responsibilities
  - b. Committee Responsibilities
  - c. Programming
  - d. Coordination with EBA Office
5. EBA Policies Lisa Levine
  - a. Event Pricing Policy
  - b. Joint Enterprise Programming
6. Resources Available Paul Breakman  
Michele Smith
  - a. Board Liaisons Support
  - b. Event Planning Resources
    - i. EBA Programs How-to-Guide
    - ii. Program Event Planning Form
  - c. EBA Communication Vehicles Rachel Woodall
7. ELJ Committee Reports Freddi Greenberg
8. Membership Recruitment Matt Rudolphi
9. Specific Chapter Responsibilities Emma Hand
  - a. Board Liaisons and Reports to the Board
  - b. Annual Meeting and Elections
  - c. Annual Reports
10. Highlights of CFEBA Mike Stosser
11. Highlights of FELJ Grace Soderberg
12. Discussion and Q & A Rich Meyer and All



# **Table of Contents**

**EBA Leadership Conference  
May 4, 2015**



# Energy Bar Association

Leadership Conference

May 4, 2015

## Table of Contents

- Tab1: Mission Statement, Strategic Plan and EBA Organizational Structure
- Tab 2: EBA Committee Responsibilities and Chapter Responsibilities
- Tab 3: EBA Programs – A How-To-Guide
- How-To-Guide
  - Event Planning Form
  - Email/Letter Speaker Confirmation Letter and Forms
  - Guidelines for Speakers
  - Sample Program Announcement
- Tab 4: EBA Policies
- Event Pricing Guideline
  - Joint Enterprise Programming
    - Marketing Sponsor Form
- Tab 5: Energy Law Journal Report Guidelines
- Tab 6: Chapter Specific Annual Meeting Responsibilities
- Timeline
  - Sample Speaker Moderator Letter
  - Sample Budget
- Tab 7: EBA Communication Vehicles
- Tab 8: EBA Contact Information
- EBA Staff
  - EBA Board Roster
  - Chapter Leaders
  - EBA Committee Leaders



# **Mission Statement, Strategic Plan and Organizational Chart**

**EBA Leadership Conference  
May 4, 2015**



# Energy Bar Association Strategic Plan

## **EBA's Core Purpose**

To promote professional excellence in the practice of energy law.

## **EBA's Mission Statement**

The mission of EBA is to promote the professional excellence and ethical integrity of its members in the practice, administration, and development of energy laws, regulations and policies by providing:

- superior educational programming,
- networking opportunities, and
- information resources.

## **EBA's Core Values**

### **The Energy Bar Association is Responsive and Dynamic**

Evidenced in a commitment to fiscal responsibility, ethical decision-making, subject matter excellence, valuable high quality programming, reliable communications, and continuous consideration of our members' current and anticipated needs.

### **The Energy Bar Association is Inclusive and Collegial**

Evidenced in a dedication to the value of diverse perspectives, dedication to providing opportunities for learning and community in a position neutral organization, and appreciation of personal and business connections that enhance our members' professional lives.

## **Strategic Goals 2013-2015**

### **Goal 1: Educational Programming**

EBA members will achieve and maintain professional excellence through subject matter expertise, ethical behavior and leadership in the energy industry.

### **Goal 2: Networking Opportunities**

All members will find readily accessible opportunities to interact collegially with the energy community.

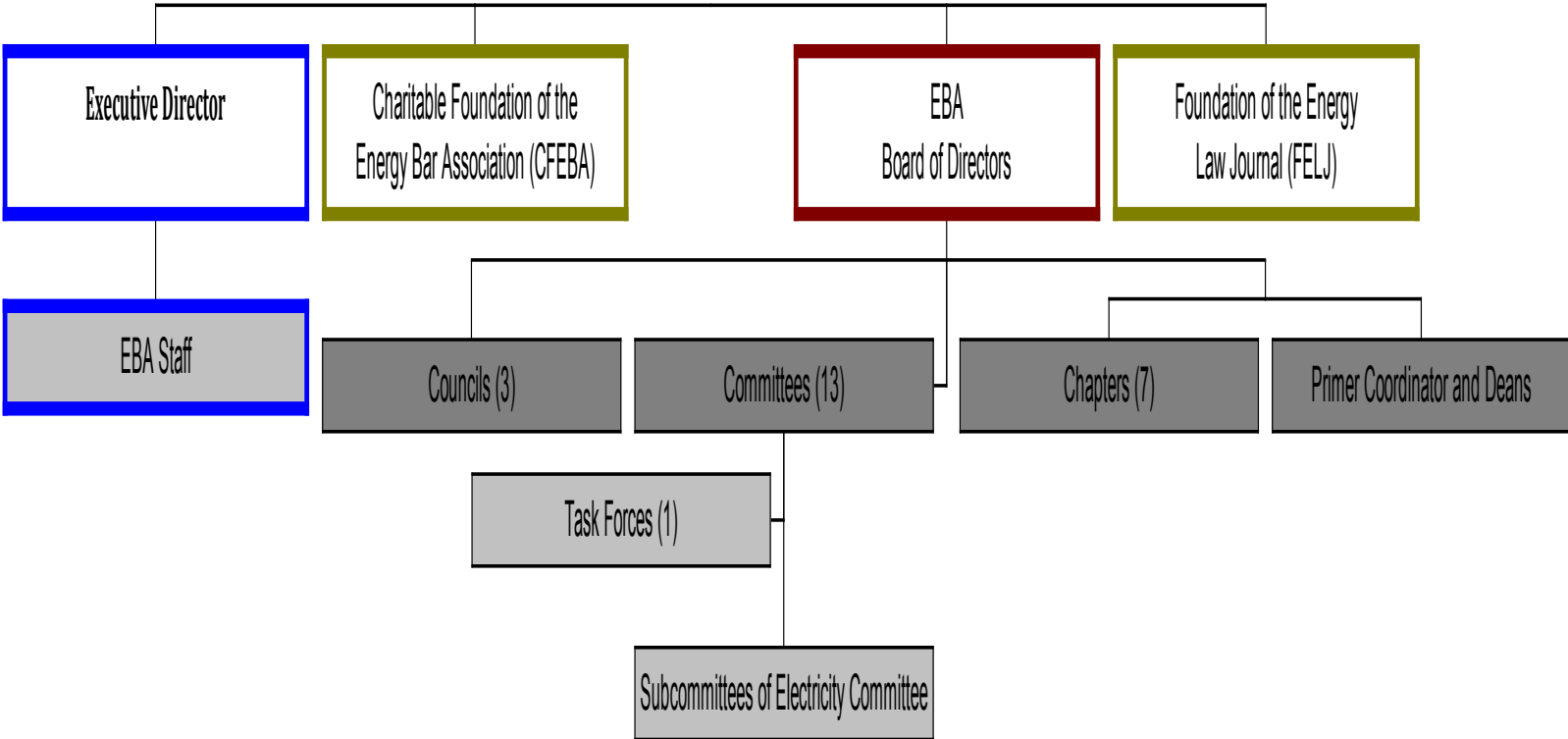
### **Goal 3: Information Resources**

EBA and the public will have efficient, cost-effective access to balanced, accurate, broad-ranging, foundational, cutting-edge, substantive information.

### **Goal 4: Membership Growth**

As a result of growing diversity among energy practitioners, and providing additional educational programming and networking opportunities, EBA will expand its membership.

Energy Bar Association  
Organization Chapter  
2015-16





# **Committee Responsibilities and Chapter Responsibilities**

**EBA Leadership Conference  
May 4, 2015**





# EBA Committee Responsibilities

## 2015-2016

**Committee Meetings.** Each committee is urged to hold at least one full committee meeting before the end of June and thereafter as often as necessary to carry out their objectives for the year. Since committee members are geographically dispersed, if a meeting is held, they will take into consideration the option to hold a meeting in-person with or teleconference option.

**Annual Plan.** Each committee is expected to develop a plan for its activities and goals for the year and provide that plan to their Board committee liaison. This need not be a long document, but each committee is urged to include their committee in formulating their annual plan and to be as specific as they can. For example, rather than merely state “hold two brown bag lunches,” they should identify the projected month and, if their committee has progressed so far, even identify potential topics or speakers.

**Committee Charter.** Current committee charters can be found on EBA’s website at [www.eba-net.org](http://www.eba-net.org) under “committees.” Please review this charter with your committee and consider updating if necessary. Updated Charters must be submitted to your Board committee liaison and Overall Committee Coordinator for final approval.

**Quarterly Report for EBA Update Newsletter.** Each committee will submit a quarterly report of its activities to your Board committee liaison, and Board Assistant Secretary. This report, and photos if available, will be used to report your accomplishments to the EBA membership. The reports need not be long but should identify accomplishments and upcoming events. This requirement can be met with a short e-mail, which should be submitted to your Board liaison.

Due Dates:     June 30, 2015   – for Summer Issue  
                  Sept. 30, 2015   - for Fall Issue  
                  Dec 28, 2015 – for Winter Issue  
                  March 31, 2015 – for Spring Issue

**Energy Law Journal Committee Report.** Each subject-matter committee submits a committee report to the Journal. See guidelines and details included with the training manual.

**Educational Programs.** Each committee should hold at least two subject matter educational programs within the year (May 2015-April 2016). The programs could feature a single speaker, a panel or roundtable discussion. They can be in person, via conference call, and/or web seminars. The programs may also be held as a series, to permit more in-depth consideration of a selected topic. (See EBA Committee program guidelines within the Leadership Training manual).

**Supporting the Judicial Review Committee.** The Association has transferred responsibility for collecting and posting synopses of significant judicial cases to the Judicial Review Committee.



**Assistance to other committees and the chapters.** The Association's Educational Program Council looks to EBA committees for ideas and assistance in developing topics and presentations for the Mid-Year and Annual Conferences; and in planning regional chapter programs and primers.

**Seek Joint Programming Opportunities.** The Association's seeks opportunities to do joint and co-marketed programs with other non-profit organizations. Committees are encouraged to seek these opportunities and submit to the EBA Joint Enterprise Committee (JEC) for approval at least two months prior to a program. See the Joint Sponsorship form included in this training manual.

**Recruit Members.** All volunteers of EBA are encouraged to recruit new members to the organization.

#### Committee Timeline of Activities 2015-16

- May 30, 2015                      Contact Committee Members and confirm membership
- June 20, 2015                      Convene initial committee meeting
- June 30, 2015                      Review and update charter, if necessary. Submit recommendation to Board Liaison and Overall Committee Coordinator
- June 30, 2015                      Submit committee annual plan to Board Liaison and Committee Coordinator
- July 1- Oct 21, 2015              Conduct at least one committee program event
- Nov 1, 2015-  
March 31, 2016                      Conduct another committee program event

**2015-16 EBA Committees**  
**Committees/Subcommittees (As Revised)**

**Committee/Subcommittee Functions and Responsibilities**

Each Committee and Subcommittee shall be led by a chair and vice-chair who will serve one-year terms. To ensure a continuity of leadership, the vice-chair shall normally succeed the chair in leading the respective Committee or Subcommittee. If the vice chair is not willing to succeed the chair at the end of his or her one-year term, the vice chair shall notify the current EBA President-Elect as soon as practicable. By January 30 of each year, the chair and vice-chair of each Committee and Subcommittee shall provide to the current EBA President-Elect a recommendation for a vice chair for that Committee and Subcommittee for the coming year. The EBA President-Elect may accept or reject the recommendation and, upon becoming EBA President, shall have final authority regarding the leadership structure of committees, leadership succession, and appointment of vice-chairs.

Each Committee shall seek to accomplish the following objectives:

1. Prepare an annual report for the Energy Law Journal on issues relative to the Committee's area of focus and, for those Committees with one or more Subcommittees, coordinate the inclusion of content from the Subcommittees.
2. Stimulate discussions and education relevant to the Committee's area of focus through periodic educational events and, for those Committees with one or more Subcommittees, coordinate discussions and education relevant to the specific subject-matter of the Subcommittee.
3. Serve as a resource on the Committee's area of focus for the Association's Professional Education Council and its Regional Chapters for program development.
4. Coordinate with other Association Committees involved in related substantive areas in pursuit of these above objectives.

Each Subcommittee shall seek to accomplish the following objectives:

1. Prepare and submit Subcommittee-specific content for the Committee's annual report for the Energy Law Journal.
2. Stimulate discussions and education relevant to the Subcommittee's area of focus through periodic educational events, in coordination with Committee leadership.
3. Serve as a resource on the Subcommittee's area of focus for the Association's Professional Education Council and its Regional Chapters for program development.
4. Coordinate with other Association Committees and Subcommittees involved in related substantive areas in pursuit of these above objectives.

## 2015-16 Committees and Subcommittees

- Alternative Dispute Resolution and Consensus-Building Committee
- Compliance and Enforcement Committee
- Electricity Committee
  - Demand-Side Resources and Smart Grid Subcommittee
  - Nuclear Regulation Subcommittee
  - Power Generation and Marketing Subcommittee
  - Renewable Energy Subcommittee
- Environmental Regulation Committee
- FERC Practice Committee
- Finance and Transactions Committee
- International Energy Law and Transactions Committee
- Legislative Practice Committee
- Natural Gas Committee
- Oil and Liquids Committee
- State Commission Practice Committee
- System Reliability, Planning, and Security Committee

## **Councils (New)**

Professional Education Council

Young Lawyers Council (YLC)

Retired Lawyers Council (RLC)

## Action Required as a result of the changes:

- Reorganize existing Committees:
  - Competition and Antitrust Committee into Compliance and Enforcement Committee, Electricity Committee, Natural Gas Committee, and Oil and Liquids Pipeline Committee.  
ACTION: Move members of the Competition and Antitrust Committee into the Compliance and Enforcement Committee
  - Judicial Review Committee into FERC Practice Committee, State Practice Committee, and subject matter-specific committees  
ACTION: Close Judicial Review Committee and move those members out of the committee
  - Professional Development, Education and Ethics Committee into Professional Education Council  
ACTION: Move members of into Professional Development, Education and Ethics Council
  - Subcommittee structure within the Electricity Committee  
ACTION: no action required to move members however, you will need to rename a variety of committees as subcommittees
  
- Change the name of the Young Lawyers Committee to Young Lawyers Council, to distinguish it from subject-matter and practice committees  
ACTION: self explanatory
  
- Explore the formation of a Retired Lawyers Council  
ACTION: Create this Council in Avectra
  
- Change the name of the Programs and Meetings Committee to the Professional Education Council, to distinguish it from subject-matter and practice committees  
ACTION: self explanatory



# EBA Chapter Responsibilities

2015-2016

**Chapter Meetings.** Each Chapter urged to hold its first organizational meeting within thirty (30) days of their elections and is encouraged to hold at least quarterly meetings thereafter and as often as necessary to carry out their objectives for the year. Since Chapters were created to serve the geographical needs of the EBA members, Chapters are encouraged to hold face to face meetings throughout their territory and to include a teleconference option.

**Annual Plan.** Each Chapter is expected to develop a plan for its activities, goals and budget for the year and provide that plan to their Board liaison. This need not be a long document, but each chapter is urged to include their Chapter Board in formulating their annual plan and to be as specific as they can. For example, rather than merely state "hold two educational lunch meetings," they should identify the projected month and, if their chapter has progressed so far, even identify potential topics or speakers.

**Chapter Charter and Elections.** Charter should be reviewed early in the tenure of the Chapter President ensure compliance. Each chapter must comply with their charter and ensure proper notice to the membership is given of the annual elections.

**Reports for EBA Update Newsletter and Website.** Each Chapter will submit a quarterly report of its activities to your Board liaison, and Board Assistant Secretary. This report, and photos if available, will be used to report your accomplishments to the EBA membership. This information will also be posted on your chapter webpage. The reports need not be long but should identify accomplishments and upcoming events. This requirement can be met with a short e-mail, which should be submitted to your Board liaison.

Due Dates:

- **Summer:** June 30, 2015
- **Fall:** September 30, 2015
- **Winter:** December 31, 2015
- **Spring:** March 31, 2016

**Educational Programs.** Each chapter should hold at least two subject matter educational programs and at least two networking events within the year (May 2015-April 2016). The programs could feature a single speaker, a panel or roundtable discussion. They can be in person, via conference call, and/or web seminars. The programs may also be held as a series, to permit more in-depth consideration of a selected topic. (See program guidelines within the Leadership Training manual).

**Assistance to committees and chapters.** The Association's Professional Education Council looks to chapters and committees for ideas and assistance in developing topics and presentations for the Mid-Year and Annual Conferences; and in planning regional chapter programs and primers.

**Seek Joint Programming Opportunities.** The Association's seeks opportunities to do joint and co-marketed programs with other non-profit organizations. Chapters are encouraged to seek these opportunities and submit to the EBA Joint Enterprise Committee (JEC) for approval at least two months prior to a program.

**Recruit Members.** All volunteers of EBA are encouraged to recruit new members to the organization.



# **EBA Programs How-To-Guide**

**EBA Leadership Conference  
May 4, 2015**



# How to Plan and Event Guide

for EBA.

Thank you for volunteering to organize an EBA event. The following is meant to serve as background on how to plan an event

## **EBA Staff Contacts:**

EBA Office: 202.223.5625

For Committee events – Marlo Brown-Carpenter, [marlo@eba-net.org](mailto:marlo@eba-net.org)

For Chapter events – Michele Smith, [Michele@eba-net.org](mailto:Michele@eba-net.org)

\*\*\* ALL event dates MUST be cleared in advance with EBA.

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## **PLEASE NOTE:**

Please remember, all events are “EBA Events”, even if hosted by an outside entity (law firm, corporation, university, etc). As such, all EBA pricing and attendance policies apply and any changes/additions to a meeting must *first* be cleared through EBA before going into effect.

## **SELECT A TOPIC**

- Confer and coordinate with other committees and chapters as appropriate
- Determine subject matter and potential speaker(s)
- If topic or speaker may be controversial:
  - Seek balanced presentation
  - Program announcement must be clear that EBA does not endorse a position or speaker
  - Vet announcement with Board liaison and committee coordinator
- Consider speakers outside the Washington, DC area

## **SELECT A FORMAT**

- EBA encourages committees and chapters to be creative in programming formats and, if possible, include a networking component
- Formats to consider:
  - In person and conference call
  - Web seminar (additional time and fees apply)
  - Any event with recording (for future use)
  - Networking only event (no educational programming provided)
  - Miscellaneous format – generally these would be half or full day programs
- Determine if CLE will be desired (contact Lisa Levine for guidance and additional requirements)
- See Event Pricing Memo for guidance on program pricing. EBA sets the pricing.



## **LOGISTICAL CONSIDERATIONS**

### Understand Site Needs in Advance

- Meeting room set-up
- Audio/visual
- Teleconference capability
- Will the site provide refreshments/food?
- Speaker needs
- Need a volunteer to do on-site registrations (EBA staff does not attend)
- Name tags – if you need them, EBA will email you a file for you to print tags

## **MEETING EXPENSES AND REGISTRATION FEES**

- Anticipate expenses and determine if host or EBA is paying
  - Conference call vendor
  - Web seminar vendor
  - Food/beverage
  - Printing of handout material/sponsor sign, other
  - Venue
  - CLE application fees
- Registration fees are determined by the Pricing Event guidelines (attached)
- Events are expected to make a minimum 10% provide after expenses
- Seek to defray costs
  - Seek to use law firm/corporate conference rooms free of charge
  - Consider if the site provider will donate food/beverages
  - Host brown-bag style lunches
  - No honorariums or travel is paid for speakers



**EBA Program Description Form**  
**Must be completed and sent with calendar request to**  
**Marlo Brown-Carpenter at EBA.**  
[marlo@eba-net.org](mailto:marlo@eba-net.org)

**Title of program\*:** \_\_\_\_\_  
*\*Please keep the title pithy.*

**Type of program:**  Luncheon  Reception  Teleconference  Webcast  All-Day Program  
 Other, Describe: \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ (Eastern Time)

**Location:** \_\_\_\_\_  
[Include Host firm's name and room capacity (for internal use only)]

**CLE Credit:** Do you anticipate requesting CLE for this program:  
 Yes, I would like EBA to apply for CLE (indicate which states: \_\_\_\_\_)  
 No CLE  
 I would like help evaluating if this program is worthy of CLE

**Recording Program:** EBA encourages committees and chapters to conduct programs that are worthy of recording and selling post meeting. In general, this means the program has a shelf life, and is of interest to a large audience. Generally programs that are selected for recording are also approved for CLE credits. *To record a program requires significant expense to EBA and will require a more planning time (up to 8 weeks) for the speakers.*

**Yes, I would like EBA to consider recording this program**  
 **No, this program is not worthy of recording.**

**Brief Description** of program to use in promotional e-mails/materials:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Presented by which EBA Committee(s) or Chapter:**  
\_\_\_\_\_  
\_\_\_\_\_

**Co-Marketing:** Would you like EBA to invite other bar associations or industry organizations to co-market this program to their membership? If so, which organizations? (Please note, all invitations to co-market programs must be approved by the EBA Joint Enterprise Committee):  
\_\_\_\_\_  
\_\_\_\_\_

Please list the program moderator and speakers. Include Name, Title, Organization or Company for each speaker/moderator:

Moderator:

Panelists:

PLEASE NOTE: the EBA generally does not provide travel reimbursement for speakers or pay speaker fees.

Other Meeting Specifics:

Meeting has financial sponsors (include list of sponsors)

Program includes a hosted lunch, paid for by: \_\_\_\_\_

Program includes a hosted Networking reception immediately following the meeting, paid for by: \_\_\_\_\_

Location Details: Provide specific details regarding parking, Metro, access to the location:

Media: Is there any reason the media cannot attend this event? YES NO If yes, please describe: \_\_\_\_\_

Questions for the Panelists:

[Optional] If you would like people to ask questions in advance, complete this info:

Please send any questions for the panelists to

[Name] \_\_\_\_\_ at [email address] \_\_\_\_\_ [no later than \_\_\_\_\_]

**EBA staff will insert registration rates, payment and cancellation details into the marketing material.**

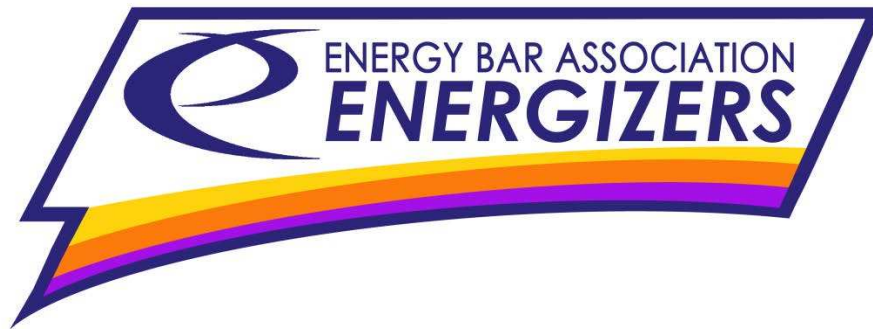
*As a reminder, the EBA Board has approved the following Program Fee Guidelines:*

The EBA Board has adopted the following minimum fee structure for future EBA events organized at both the national and chapter levels. The proposed fee structures do not apply to either National or Chapter annual meetings. Those excluded events shall continue to be priced individually with prior approval from the EBA Board. Also, lower fees can be proposed for current students and government employees, as appropriate to the event.

Event Type	Member Fee	Non-Member Fee
In Person/Conference Call Event	\$25	\$60
Webinar	\$75	\$110
Networking Only events	\$15	\$15
Miscellaneous Events	15% above cost- price accordingly	15% above cost- price accordingly

The effective date for this pricing structure is May 1, 2013 for the rates stated above. The new rates would apply to events that have not been marketed as of the effective date, including events which are supported through sponsorship(s).

**RETURN COMPLETED FORM TO MARLO BROWN-CARPENTER AT [MARLO@EBA-NET.ORG](mailto:MARLO@EBA-NET.ORG)**



***Sample E-mail Coordinator should send speakers one week prior to program.***

Speakers for the EBA Teleconference on [\_\_\_\_\_]

Thank you again for agreeing to participate in the EBA Energizer on [date]. The meeting is scheduled for 12:00 Noon to 1:30, Eastern time. But, please be at the host firm or on the telephone by 11:50 so that the program can begin promptly. [It looks like we will have a good turn out. As of last Thursday, there were [\_\_] people registered for the program with about half planning to attend at the host firm location and the rest on the phone.] In anticipation of the call, I am sending some materials to you. In order these materials are:

1. **Program Announcement** - I am resending the EBA program announcement for your reference.
2. **Program Materials** - The power points that each of you put together looks very good. We have put them together in one file along with other information in the attached program materials. People who have registered for the program should receive this package of materials from the EBA approximately 48 hours before the program. EBA will also post them on the EBA's website.
3. **Meeting/Teleconference Agenda** –Attached is the detailed agenda for the meeting/teleconference.

**Reminders for Speakers:** For all speakers:

- DO NOT USE A SPEAKER PHONE! Keep your mouth very close to the phone receiver, otherwise attendees cannot hear you.
- As you are going through your presentation, it would be very helpful for the audience if you said "next slide" or, if you will be skipping slides, to indicate where you are in the presentation.
- Please try your best to stay within the time period you indicated you would need.
- Please turn cell phones off and don't put them down near any microphones since they will cause electronic interference.

**Call-in information and moderator pass code:** A key piece of information that those of us who will be on the telephone still need is the call in-number and moderator passcode. [\_\_\_\_\_] will be sending that information to you.

Please let me or [\_\_\_\_\_] know if you have questions. I am looking forward to hearing your presentations!

Finally, if you made it to the bottom of this email, **please send me a quick reply indicating that you received this email. Thank you!!**



## **Guidelines for Speakers and Moderators at Energy Bar Association Programs**

To enhance the quality of your presentations and panels at Energy Bar Association programs, we offer the following guidelines:

1. In order to meet the requirements of Continuing Legal Education programs, **please submit your written presentation, handouts, PowerPoint presentation, etc., for inclusion in the program book no later than \_\_\_\_\_**. If these are not received in advance; they will not be included in the distributed program material. Conference material will be posted to the EBA website and the link available for meeting participants.
2. **Please submit your bio in advance for inclusion in the program materials.** This will permit more time to focus on the content of your presentation, rather than having the moderator read your bio to the audience.
3. If you use PowerPoint, it is best to have no more than 6-8 lines of text per frame or page. It is often difficult for the audience to view more than 6-8 lines of text on your visuals.
4. Please be sure to coordinate in advance with your moderator and fellow speakers on your panel. This will avoid duplication of material and enhance the flow of the discussion.
5. **Moderators:** It is your responsibility to set up a planning call with your panel. Moderators will accept all panel handouts, organize into ONE Powerpoint presentation and submit to EBA by deadline.
6. **Moderators** will ensure their panelist have submitted bios to EBA by deadline. Moderators will also submit their bio.
7. Please do not read your remarks. The best presentations are those that “hit the highlights” of your written pieces in the program book.
8. Please be aware of your time limits. “Running over” your allotted time is inconsiderate to your fellow panelists and can cause the entire program to be off-schedule. In addition, we like to leave time for questions.
9. Moderators and speakers are encouraged to consider using a variety of formats for panels such as question and answer instead of pure presentations.

If you have any questions or would like further information, please do not hesitate to contact your session moderator or Lisa Levine, Executive Director, EBA.

Thank you for your participation!

## ***SAMPLE Program Announcement***



### **Explore Key US Canadian Cross Border Energy Issues and Processes**

**Friday, September 19, 2015, 8:30 am – 3:30 pm ET**

The National Club, address, Toronto, Ontario

Presented by the Energy Bar Association Northeast Chapter, please join us at this program where we will explore key issues and processes with important cross border implications - energy market manipulation, developments in energy arbitration, and significant challenges for energy regulators.

Policymakers, regulators, and market participants are focused intensely on market manipulation in energy markets. The market manipulation panels will address key enforcement actions, settlements, developments, and policies in U.S. and Canadian electricity and natural gas markets from the perspective of both Canadian and U.S. prosecutors/enforcers and defenders of companies and individuals.

Arbitration is increasingly important in driving the timely and cost-effective resolution of a range of energy disputes. Panelists from the U.S. and Canada will explore new arbitration developments involving NAFTA, international and domestic energy disputes, and energy regulatory proceedings.

This will be a full day program that will conclude with a networking reception. For more information, including nearby hotel, please visit: <http://www.eba-net.org/explore-key-us-canadian-cross-border-energy-issues-and-processes>

**Speakers: (insert)**

**CLE Hours: (insert details)**

**Location:** The National Club 303 Bay Street Toronto, Ontario M5H 2R1

#### **REGISTRATION INFORMATION**

Please complete and return the **attached** registration form for On-Site Attendance or Webinar Participation. Pre-registration is required and registration forms along with payment must be returned no later than April 19, 2013. If you have questions, please contact Marlo Brown at [marlo@eba-net.org](mailto:marlo@eba-net.org).

#### **REGISTRATION FEES (Per person for On-Site or Webinar):**

EBA Members: \$25

Non-Members: \$40

Full-Time EBA Student Members: FREE



# **EBA Policies**

**EBA Leadership Conference  
May 4, 2015**

# Event Pricing Guideline

As of August 2013

*EBA sets the prices for all events and is based on the annual budget.*

The EBA Board adopted the following minimum fee structure for EBA events organized at both the national and chapter levels. The fee structures *do not apply* to either National or Chapter annual meetings. Those excluded events shall continue to be priced individually with prior approval from the EBA Board. Also, lower fees can be proposed for current students and government employees, as appropriate to the event.

Event Type	Member Fee	Non-Member Fee
In Person/Conference Call Event	\$25	\$60
Webinar	\$75	\$110
Networking Only events	\$15	\$15
Miscellaneous Events	15% above cost- price accordingly	15% above cost- price accordingly

The effective date for this pricing structure is May 1, 2013 for the rates stated above. The new rates would apply to events that have not been marketed as of the effective date, including events which are supported through sponsorship(s).

## **Discussion**

The following bullet points highlight the reasoning behind the revised pricing structure:

- The Board has maintained the \$25.00 price for member attendance because low cost events are a significant benefit of membership in EBA and this pricing model was sufficient to cover the EBA's overhead costs.
- After reviewing non-member attendance trends, the Board has reduced the price for non-member attendance from \$80.00 to \$60.00. The intent behind this change is to encourage non-member attendance and hopefully boost membership of the organization. We strongly believe that EBA events are a strong selling point for the organization and wanted to ensure that such events were more accessible to non-members.
- Conference call only events and attend in person events require the same amount of staff time to market, register participants and set up for the event. Thus, the Board determined that the same rate should apply for all of these events. This also makes it



easier for the EBA staff and event coordinators to know the cost structure and administer the back office functions for events.

- The EBA Strategic Plan identified “alternative education” as a goal for EBA. This includes recording and selling programs to those unable to participate live. Therefore, based on several estimates the EBA staff received for conducting and recording webinars, the average cost per person, with a CLE component offering is \$50.00 per person. The \$50.00 is EBA’s out of pocket cost to the webinar provider. Thus the Board determined that adding a \$50.00 charge to the \$25/\$60 structure described above was sufficient to cover EBA costs and provide value to members and non-members.
- In an effort to promote social events and allow for networking, the Board determined that a \$15 flat fee should be charged for events that are strictly social, such as a cocktail reception and happy hours. This pricing structure assumes EBA would not incur any incremental expenses from this type of event (which is usually the case). During these events, attendees pay for their own drinks or the entire event is sponsored. The cost of these events is the same for members and non-members as we think this will be a good opportunity to promote EBA to non-members.
- The Board also reviewed events that had a different structure, usually an education portion and a social portion. A good example of this type of event is the Enforcers and Defenders Forum, where there is a panel on various enforcement issues followed by a cocktail reception. These events vary dramatically in cost and structure and thus we thought setting a target for revenues in excess of costs was more appropriate for these events. Therefore, a pricing structure where the committee or chapter putting on such an event would develop a budget and price the event such that revenues are expected to be 15 percent above the cost of the event has been put in place. Included in the cost of the event would be an estimate of EBA staff time and resources.
- To encourage a variety of events, the Board would like to recommend renaming the programs so they do not only imply one-size-fits-all, “bring your own lunch” meetings. For example, we could start calling ”brown bag” events EBA Energizers in order to promote flexibility in designing such events.



# **Joint Programming Guidelines**

**EBA Leadership Conference  
May 4, 2015**

**ENERGY BAR ASSOCIATION**  
**JOINT ENTERPRISE COMMITTEE GUIDELINES**  
Adopted February, 2014

**I. Strategic Planning Goals**

The 2013-2015 EBA Strategic Plan sets forth the following goals relevant to the Joint Enterprise Committee (“JEC”): (i) with regard to educational programming, pursue greater joint enterprise opportunities with similar organizations; and (ii) with regard to networking, sponsor joint enterprise (cross-industry) networking opportunities. These Guidelines are intended to facilitate these goals as well as EBA’s Core Purpose,<sup>1</sup> EBA’s Mission Statement,<sup>2</sup> and EBA’s Core Values<sup>3</sup> as stated in the Energy Bar Association Strategic Plan.

**II. Function of the JEC**

The function of the JEC is to: (i) promote the EBA Strategic Plan; (ii) promote beneficial relationships with Allied Organizations; (iii) review and approve or decline sponsorship requests from other organizations; and (iv) promote and approve non-financial sponsorships of EBA events by Allied Organizations and other similarly situated organizations, including events by EBA Chapters and Committees.

The duties and responsibilities of the JEC do not include reviewing or approving requests for financial sponsorship of EBA events or advertising, developing or implementing EBA’s policies regarding such financial sponsorships or advertising. Requests for financial sponsorship of EBA events or advertising will be handled by the EBA office, working with the Advertising and Sponsorship Task Force.

**III. Allied Organizations**

Allied Organizations are organizations that the JEC and the EBA Executive Director determine would provide beneficial partnering and sponsorship opportunities for the EBA membership and

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<sup>1</sup> **EBA’s Core Purpose:** To promote professional excellence in the practice of energy law.

<sup>2</sup> **EBA’s Mission Statement:**  
The mission of EBA is to promote the professional excellence and ethical integrity of its members in the practice, administration, and development of energy laws, regulations and policies by providing:

- Superior educational programming,
- Networking opportunities, and
- Information resources.

<sup>3</sup> **EBA’s Core Values:**  
**The Energy Bar Association is Responsive and Dynamic:** Evidenced in a commitment to fiscal responsibility, ethical decision-making, subject matter excellence, valuable high quality programming, reliability communication, and continuous consideration of our member’s current and anticipated needs.

**The Energy Bar Association is Inclusive and Collegial:** Evidenced in a dedication to the value of diverse perspectives, dedication to providing opportunities for learning and community in a position of a neutral organization, and appreciation of personal and business connections that enhance our members’ professional lives.

would promote and not be inconsistent with EBA's Core Purpose, EBA's Mission Statement, EBA's Core Values, and EBA's Strategic Goals. As appropriate, the JEC will seek the advice and approval of the EBA Board of Directors in the determination of whether an organization meets the criteria for an Allied Organization. The JEC and Executive Director will coordinate to maintain and update a list of Allied Organizations and periodically provide the list to the EBA Board of Directors. The factors to consider in identifying Allied Organizations include but are not limited to:

1. *Profit or Non-profit Status of the Organization.* As a general policy, commercial entities or other for-profit organizations, including law firms and consulting firms, will not be identified as Allied Organizations, except under unique circumstances. Such exceptions shall be approved by both the JEC and the EBA President
2. *Type of Organization.* The purpose of the potential Allied Organization should not be inconsistent with EBA's Core Purpose, EBA's Mission Statement, EBA's Core Values, or EBA's Strategic Goals. For example, organizations such as bar associations or volunteer organizations might have purposes that are consistent with the EBA, while advocacy groups and for-profit organizations might not be consistent with the EBA's purpose.
3. *Mission or Advocacy Position of the Organization.* One of EBA's core values is to be position neutral. Each potential Allied Organization should be evaluated to ensure that its status as an Allied Organization does not conflict with this core value.
4. *Reputation of the Organization.* The reputation of an Allied Organization should be commensurate with the professional reputation of EBA.
5. *Programming/Events Offered by the Organization.* The organization's programming/events should be beneficial and relevant to the interests of the EBA membership.
6. *Previous Sponsor.* The JEC should consider whether an organization has been a previous sponsor of any EBA events.

If an organization is identified as an Allied Organization, EBA will seek to form and continue partnering relationships with the organization. The JEC also will take into account the status of an organization as an Allied Organization in evaluating requests for EBA sponsorship(s).

#### **IV. Criteria for Sponsorship**

EBA encourages sponsorship by EBA of other organizations' events, as well as sponsorship of EBA events by Allied Organizations and other similarly situated organizations. The JEC will review all requests for EBA sponsorship of another organization's event on a case-by-case basis. All requests for EBA sponsorship of other organizations' events must be approved by the JEC pursuant to the process outlined in Section V of these Guidelines. In those instances where the EBA and another organization collaborate and organize the event as a joint venture, the JEC will consider listing the organization as an event "co-sponsor."

##### *A. Evaluation Factors for Sponsorships*

The factors the JEC will consider in evaluating whether to approve a sponsorship opportunity include, but are not limited to, the following:

1. Allied Organization Criteria

The JEC will take into account whether the other organization is an Allied Organization or meets the criteria to be an Allied Organization. Failure to meet the Allied Organization criteria is not intended to automatically disqualify an organization from being a sponsor of an EBA event.

2. Timing, Location and Type of Event

For requests for EBA sponsorship of another organization's event, the JEC will take into account timing, location and type of event to ensure that EBA sponsorship of the other organization's event does not detract from EBA programs. In general, the EBA disfavors sponsoring any programs which will be held within one month prior to the EBA Annual and/or Mid-Year meeting and within 10 days of other EBA events. Exceptions to this general policy may be made if the JEC and the Executive Director determine based on event type, geography, and cost that the event will not conflict with or detract from the EBA event. For example, a brown bag event to be held in Houston two weeks before the Annual Meeting might not detract from the Annual Meeting. Any sponsorship of another organization's event less than 30 days prior to the EBA Annual Meeting or Mid-year Meeting must be approved by both the JEC and the President.

3. Benefit to EBA Membership

The JEC shall consider whether and how the potential sponsored event is consistent with and promotes the EBA's Mission. For example: Is the subject matter of the program or event germane and of interest to EBA members? If applicable, will the organization extend to EBA members the organization's member registration fee or other discounted rate?

4. Position Neutrality

The JEC shall consider whether the content and purpose of the potential sponsored event meets the EBA policy of presenting programming from a neutral position. For example, the event should include speakers with diverse opinions and/or from diverse industry segments. The JEC should also consider whether any additional sponsors of the event pose a concern with regard to EBA's policy of position neutrality.

5. EBA Office Support

The JEC shall solicit input from the Executive Director into whether and to what extent the potential sponsorship poses an administrative burden on the EBA staff. A sponsorship should not be approved if it will impose undue burden on the EBA staff.

## 6. Cost

The JEC shall consider the cost of any proposed sponsorship, including a direct financial contribution from the EBA as well as incidental costs (such as the cost of publication to EBA members, if any).

## 7. Reciprocity

In instances involving EBA sponsorship of another entity's event, the JEC shall consider the extent to which the other organization is willing to provide reciprocity in sponsorship and financial benefit to EBA members. For example: Will the other organization agree to publicize or otherwise sponsor a future EBA event? Is the other organization willing to provide EBA members the organization's member registration fee for the event? Will the other organization allow the EBA to promote its other programs or membership at the event? In seeking sponsorship of EBA events, the JEC should consider whether the organization will require such reciprocity from the EBA. On a case-by-case basis, the JEC and President, in consultation with the Treasurer as needed, may approve the extension of the EBA member rate to non-members. As a general policy, EBA's member rate should not be extended to sponsors of an event when there is more than one sponsoring organization.

### *B. Additional Considerations for Sponsorship of EBA Events*

#### 1. EBA Annual and Mid-Year Meetings

The JEC and the Executive Director will work together to solicit sponsorship of and consider any requests to sponsor the EBA Annual Meeting and Mid-Year Meeting by Allied Organizations and other similarly situated organizations. The JEC may engage the EBA Officers and Directors in this effort. In making requests for sponsorship of the Annual Meeting and Mid-Year Meeting, the JEC should take into account and coordinate with any efforts to secure financial sponsorships for the Annual Meeting and/or Mid-Year Meeting.

#### 2. Chapter and Committee Events

Notwithstanding the criteria above, it is recognized that EBA Chapter and EBA Committee events may be hosted by law firms or other for-profit organizations, which may provide meeting space, refreshments, educational materials, or other benefits. Approval from the JEC will not be required for such supporting sponsorship arrangements, including recognition in EBA materials for the provision of such benefits. However, to the extent that a law firm or other for-profit organization desires to be a non-financial co-sponsor of an event (e.g., plan the event as a joint venture), the JEC shall review the proposed sponsorship arrangement and determine if such a proposed sponsorship is consistent with these Guidelines. The JEC or Executive Director shall inform the EBA Chapter or EBA Committee of the JEC's determination as soon as practicable. If the JEC determines that the potential sponsorship is inconsistent with these Guidelines, the sponsorship should be declined.

## V. Process for JEC Approval of Requests for Sponsorship of Other Organizations' Events

Subject to time constraints, the process set forth in this section shall apply to requests by organizations for the EBA to sponsor the other organizations' events. In the event time constraints require an expedited process, the JEC Chair, Executive Director, and President may determine whether to accept a sponsorship request.

- A. *Requesting organization shall complete the EBA Sponsorship Application<sup>4</sup> and provide program brochure or agenda, if available.*

JEC Chair, EBA President, and/or Executive Director initially shall review the organization's request and accompanying materials and provide a recommendation to the JEC. The EBA President should be copied on the initial recommendation to the JEC, with supporting materials. The JEC will review the recommendation and either approve or modify the recommendation. In instances where the Executive Director and/or JEC determine that the sponsorship raises policy or other considerations that warrant seeking approval from the President, the JEC or Executive Director shall request such approval. The President is expected to exercise judgment in determining whether to seek input from additional Officers or Board Members.

- B. *Communication of sponsorship decision to the requesting organization*

The JEC and/or the Executive Director should inform the requesting organization of the JEC's decision as soon as practicable. To the extent applicable, the JEC or Executive Director also should seek reciprocity in-kind from the organization (e.g., if the sponsored event is a brown bag, the sponsoring organization should be willing to sponsor an EBA brown-bag; if EBA provides two email blasts to the EBA membership, the other organization should be willing to do the same).

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<sup>4</sup> The EBA Sponsorship Application is attached to these Guidelines.



## Joint Sponsorship Request

The Energy Bar Association is pleased to have the opportunity to consider cosponsoring a program with your organization.

**ENERGY**  
BAR ASSOCIATION®

The mission of EBA is to promote the professional excellence and ethical integrity of its members in the practice, administration, and development of energy laws, regulations and policies by providing:

- superior educational programming,
- networking opportunities, and
- information resources.

Please complete the information below and submit to Lisa Levine, EBA Executive Director at [llevine@eba-net.org](mailto:llevine@eba-net.org) and the Joint Enterprise Committee will consider your request.

---

### Event Information

**1. Principal Event Organizer and/or Other Involved Organizers:**

*(company, address, contact person, telephone, email)*

**2. Type of Organization:**

*(e.g., non-profit, consulting firm, professional conference organizer, university, etc.)*

**3. Name of Event:**

**4. Dates and Times:**

*(Please check the EBA online calendar as EBA ordinarily does not sponsor an event that conflicts with, or is within 30 days of its annual or mid-year national meeting, other similar EBA event, or another event for which it is a sponsor. <http://www.eba-net.org/calendar.php>)*

**5. Location:**

**6. Target Participants:**



**7. Description of Event:**

*(5-6 sentences or provide event brochure/agenda)*

**8. Benefits of Participation for EBA Members:**

*(See EBA Mission Statement above)*

**9. Registration Fee:**

*(Will organization give its member rate to EBA members for the event?)*

**10. Website for Event:**

**11. Event Brochure or Other Information:**

*(To the extent available, please submit copies of the agenda, participant list, and other descriptive information with your application)*

**12. Availability of CLE Credits:**

*(Please indicate for which states CLE credits are available)*

**Requested Action:**

**Inclusion of Event on EBA Calendar and Notification to EBA Members via Email Only**

**Request for EBA Support:**

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Host        | <input type="checkbox"/> Promoter   |
| <input type="checkbox"/> Co-host     | <input type="checkbox"/> Marketing by EBA of Event                            |
| <input type="checkbox"/> Sponsor     | <input type="checkbox"/> Funds from EBA, if so state requested amount \$_____ |
| <input type="checkbox"/> Endorsement |   |

Please list requested roles/responsibilities for your organization and what you would like EBA to do (ex. Use of logo, assistance with marketing, registration, etc.)

*Submit completed form to: Lisa A. Levine, CAE, Executive Director, 2000 M St., N.W., Suite 715, Washington, D.C. 20036; telephone: (202) 223-5625, email: LLevine@eba-net.org.*

***Thank you for your interest in sponsoring an event with the EBA.***



# **ELJ Report Guidelines**

**EBA Leadership Conference  
May 4, 2015**

**ENERGY LAW JOURNAL**  
**2015-2016 EBA COMMITTEE REPORTS**  
**REQUIREMENTS AND GUIDANCE**

There are two different deadlines for committee reports each year, to reflect the fact that the Journal is published twice each year. **Committees as constituted for the May 2015-April 2016 period are responsible for submitting reports due by July 28, 2015 or January 10, 2016. All references to committees in these Guidelines also are applicable to the subcommittees of the Electricity Committee. If you are an incoming committee (or subcommittee) chair, please coordinate, as necessary, with your committee's (or subcommittee's) outgoing chairs to ensure that reports will be prepared and submitted covering the relevant time periods, as set forth below.**

**The following committee reports are due on or before July 28, 2015, and should cover developments through the end of June 2015 :**

- Environmental Regulation
- FERC Practice
- Legislative Practice
- Natural Gas
- Oil & Liquids
- Power Generation & Marketing (Subcommittee)
- State Commission Practice
- System Reliability, Planning and Security

**The following committee reports are due on or before January 10, 2016, and should cover developments through the end of December 2015:**

- Alternative Dispute Resolution and Consensus Building
- Compliance & Enforcement
- Demand-Side Resources & Smart Grid (Subcommittee)
- Electricity
- Finance & Transactions
- International Energy Law & Transactions
- Nuclear Regulation (Subcommittee)
- Renewable Energy (Subcommittee)

**At least thirty (30) days before your deadline, please provide an outline of the topics and major cases, orders etc. that will be included in your committee's report to the Senior Reports Editor, Freddi Greenberg ([flgreenberg@flglaw.com](mailto:flgreenberg@flglaw.com) or 847-864-4010).** This will assist us in avoiding duplication among the reports, planning for the Journal's timely publication and avoiding the need to defer publication of your committee report to a later issue of the Journal.

As of fall 2013, committee reports are published as part of the online version of the Journal but are not included in the printed Journal. This change was made to help to contain the Journal's costs and benefit the environment.

**When preparing your reports, please adhere to the following requirements.**

**I. SUBSTANTIVE CONTENT**

- The EBA does not take a position in any committee reports on substantive issues that are the subject of pending litigation or are in dispute. Therefore, you must provide straight-forward descriptions of the matters contained in the report and not editorial comments on any matter (or on the merits or expected outcome of any pending matter.) A “report” is just that, a recitation of developments without editorial comment and with no viewpoint expressed. This is what distinguishes the reports from articles, notes, comments and book reviews published in the Journal. Reports should identify key cases, orders, statutes, proceedings, proposals, and other pertinent matters for the relevant time period.
- In the opening paragraph of the report, identify the time period covered.
- The Journal is primarily for practitioners, so you need not provide extensive background information on every matter.
- Minimize the reporting of material from a prior period. For example, discussion of a regulatory proceeding or court case should avoid a detailed discussion of orders or rulings issued in prior years.
- A report should not address committee activities but rather the subject matter that the committee covers (such as renewable energy, natural gas etc.)
- If you are concerned that your report may duplicate matters to be contained in another report, consult with the chair of the committee(s) whose report concerns you and with the Reports Editors.
- Please give all committee members an opportunity to participate in preparation of the report and recognize that all committee members will be listed at the end of the report. However, when certain committee members have contributed significantly to the report, identify such members in a footnote on the first page of the report so appropriate credit can be given.

**II. PROPER CITATIONS**

- **Provide accurate citations throughout the report to facilitate the editing process and to enable those who read the report to easily access your cited sources.**

- All quotations from cases, orders, statutes and other sources must be identified as quotations and must include proper citations. Computers have made it very easy to copy text and insert it in a report. **We will not publish reports which do not include proper citations for quotations and for other references to the content of materials referred to in the report.**
- Citations must conform to the most recent edition of The Bluebook - A Uniform System of Citation. In addition, the Journal has its own style manual posted on the EBA website with a link from the ELJ page: the link is at <http://www.eba-net.org/journal.php?PHPSESSID=a777f5c5cf4eb3bd557ac09fc5bd1d36> and the manual itself is at [http://www.eba-net.org/ELJ\\_styleManual.php](http://www.eba-net.org/ELJ_styleManual.php)
- All citations must appear in footnotes at the bottom of a page, rather than in the text.
- When referring to discussions infra or supra, reference the subsection of the report rather than the page number.

### III. FORM

- Reports vary in length, but **we will not publish reports of more than 50 pages absent extenuating circumstances**. The best reports are concise, yet informative.
- Reports must be **double-spaced in Microsoft Word** and use the same type size in the footnotes and body of the report.
- Organize the report so that the headings and subtitles are consistent in all sections, even though parts of the report may be prepared by different committee members.
- Indicate the period covered by the report at the beginning of the report.
- Include a Table of Contents at the beginning of the report after the opening paragraph; do not include case or order cites in the Table of Contents
- Include a list of committee members at the end. Please double check the list for accuracy as EBA may have revised the list since you received it.

Thank you in advance for your cooperation. Your efforts to prepare comprehensive and accurate committee reports contribute significantly to the Journal's value and are much appreciated. If you have any questions, please do not hesitate to contact us.

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Senior Reports Editor

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# **Chapter Specific Responsibilities**

**EBA Leadership Conference  
May 4, 2015**

# **Chapter Specific Leadership Responsibility**

## **EBA Staff Liaison:**

Michele L. Smith, Manager, Chapter & Foundation Relations

[Michele@eba-net.org](mailto:Michele@eba-net.org)

Direct Dial: 202.499.5841

## **Timeline for Annual Meeting Planning**

### **5-6 Months before Program:**

- Confirm date availability and discuss logistics with EBA Staff.
  - EBA Staff will secure venue contract and small sleeping room block.
- EBA Chapter working group develops program agenda, speakers and writes all session descriptions.
  - Expectation of CLE credit - it is essential that the program reflect meaningful educational value to the legal practitioner [and not simply a generic audience].

### **4-5 Months before Program:**

- Prepare Program budget and present to EBA Board for approval
  - Budget and registration pricing should seek to reflect revenues that are expected to be 15 percent above the projected cost of the event
  - Budget will typically include: Chapter Reception, Staff & EBA President Travel, CLE applications and Speakers' Dinner. Estimated revenues should include some sponsorship income. Staff Liaison will assist in preparation. (See Speaker Expenses policy below, as well as sample budget.)
- Secure sponsorships for Meeting. Staff will invoice confirmed sponsors.

### **2-3 Months before Program:**

- Recommend Speaker Dinner locations to Staff. Staff will negotiate, and secure location.
- Staff will confirm and contract directly with venue.
- At the three-month mark, provide draft agenda to EBA Board for review.
- Finalize Program Agenda and speakers.
- Moderators need to provide Staff with speaker names and title for registration.
- Staff will provide draft Speaker Confirmation letter, information form and checklist. Moderators will distribute to panelists. (See sample speaker forms.)

### **1-2 Months before Program:**

- Speakers and moderators are asked to provide a one page bio including a photo.
- Speakers are expected to provide handout material in the form of a PowerPoint presentation by an established due date.



- EBA will circulate handouts electronically for all Chapter Meetings.
- **Conference Marketing Schedule**
  - EBA has gone GREEN! Beginning **eight** weeks prior to the meeting, EBA will begin email promotions and continue throughout the two months.

**Speaker Expenses/Honorarium:**

- EBA's policy is to not offer reimbursement of travel expenses.
- However, we do recognize that certain speakers will not be able to participate unless we reimburse these expenses. If speaker reimbursement is necessary, Chapter working group should include expenses in budget.
- Any airfare reimbursement will be for coach class fare only (no first class or business); to be reimbursed for the hotel room, speaker must stay in the hotel where EBA's block exists. **These are the only travel expenses EBA will reimburse.** The speaker should pay directly for their expenses and submit to the EBA office for reimbursement with appropriate documentation after the program.

**After Program:**

- Chapter President will send thank you letters directly to each speaker and key volunteer responsible for helping with the annual meeting.
- EBA will survey the attendees with an online evaluation
- EBA will provide a financial summary to Chapter President and EBA Board



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***SAMPLE SPEAKER/MODERATOR CONFIRMATION LETTER***

Date:

To: SPEAKERS NAME, COMPANY

From: insert Chapter President, Board contact or Moderator,  
Michele L. Smith, Manager, EBA Chapter Relations

Re: Meeting title

---

Thank you for agreeing to participate in the program for the **EBA (meeting title) on (date and location)**. The Association has approximately 2,500 members throughout the United States, Canada, as well as many foreign countries, and we anticipate that this seminar will be well attended. In an effort to help you prepare properly for your session and to maximize your experience at our meeting, it is important that you read and fulfill the requirements below:

- **Conference Logistical Details:**  
(insert Date, time, location)  
(insert speaker dinner details)
- **Panel Details**  
Title:  
Speakers:  
Moderator:  
Date:  
Time:
- **Speaker Registration** - As a speaker and panelist, your program registration fee will be paid by the Association, however, it is important for you to complete the Speaker Information Sheet for EBA to register you.
- **Speaker Information Sheet** – We post all speaker information on the EBA website. Please complete the attached Speaker Information Form to ensure we have your accurate contact information. The form is due to Michele Smith by **(insert date)**, earlier is better! Email to [michele@eba-net.org](mailto:michele@eba-net.org) or fax: 202.833.5596.
- **Hotel Accommodations** - Please make your hotel accommodations at the **(insert hotel address, room rate and phone number)** Please request the **EBA Room Block rate**, to ensure you get the discounted rate of **\$(INSERT RATE)** (Single/Double). The hotel deadline is **(insert deadline)**. Please reserve early to guarantee your room.
- **Speaker Bio & Photo** - Don't be a stranger to the conference attendees, let them know the experience and knowledge you bring to your subject matter. Please provide your speaker bio and your picture as an email attachment and send to your session moderator by **(insert date)**. One page limit for photo and bio combined.

- **Speaker Dinner** – You are invited to the EBA Speaker Dinner on **(insert date)**. The dinner will be held at (insert restaurant name, location and time). **Please RSVP by (date)** to Mary Singletary at 202.223.5625 or [mary@eba-net.org](mailto:mary@eba-net.org).
- **Continuing Legal Education (CLE) credit** – Programs sponsored by EBA typically qualify for CLE credits that are needed by EBA members. To ensure the program qualifies we appreciate your assistance by preparing substantive handouts on your subject, previously published articles (which can be reprinted) and/or a detailed outline of your remarks are appropriate.
- **Speaker Handouts** – EBA Chapter Conferences are paperless. As a result, handouts will be accessible at the EBA website before and after the conference. In an effort to adhere to our internal deadline, it's very important that you submit your PowerPoint presentation/handout materials by **(insert date)** to your session moderator. Please note: For presentation purposes, we prefer PowerPoint format.
- **Audio Visual Equipment** – Sessions will be set with an LCD projector and screen. The Meeting Room will also have a laptop connected to the projector. We will load your presentation onto the laptop ahead of time. If you need an alternative equipment set-up, please contact Michele Duehring at [Michele@eba-net.org](mailto:Michele@eba-net.org), at least two weeks prior to the meeting start.
- **Speaker Checklist** - Serves as a reminder for upcoming deadline dates for conference requirements and requested materials (attached).

**Questions?** Your first contact should be your session moderator, and then Michele L. Smith, Associate Administrator, [michele@eba-net.org](mailto:michele@eba-net.org) or 202.223.5625.

*We look forward to another successful EBA conference!*

Attachments: Speaker Checklist, Speaker Information Form

**SAMPLE Chapter Annual Meeting Budget**  
**Date and Location**

<u>Revenue</u>	<u>Attendees</u>	<u>Rate</u>	
Registration (Based on 60 Attendees)			
Attorney -Early Bird	30	\$ 395	\$ 11,850
Attorney - Regular	10	\$ 455	\$ 4,550
Attorney - Non Members	7	\$ 600	\$ 4,200
			\$ -
Govt, Academic, Student - Early Bird	5	\$ 150	\$ 750
Govt, Academic, Student - Regular	3	\$ 175	\$ 525
Govt, Academic, Student - Non Member	5	\$ 200	\$ 1,000
Sponsors			\$ 7,000
<b>Total Revenue</b>			<b>\$ 29,875</b>
 <b><u>Expenses</u></b>			
Printing and Shipping (materials)			\$ 1,000
Speakers' Dinner			\$ 2,000
Speakers' Expenses			\$ 1,200
CLE Charges			\$ 150
Miscellaneous			\$ 200
EBA Staff Travel/EBA President			\$ 2,500
Hotel Expenses			
Room Rental			
Breakfast, Coffee, Luncheon			\$ 8,500
Audio Visual			\$ 2,500
Reception			\$ 3,500
Ameren Intro Program Lunch			\$ 700
<b>Total Expenses</b>			<b>\$ 22,250</b>
<b><u>Net Profit*</u></b>			<b>\$ 7,625</b>

*\*Events are required to budget revenue to be a minimum of 15 % above expenses.*



# **Communication Vehicles**

**EBA Leadership Conference  
May 5, 2015**



# EBA Communication Opportunities

## *EBA Update – Quarterly Newsletter of EBA*

The EBA Update is the quarterly newsletter for the Energy Bar Association. The newsletter provides an opportunity to promote EBA, its Chapters, Committees, and its Foundations [the Charitable Foundation of EBA (CFEBA) and the Foundation of the Energy Law Journal (FELJ)].

The EBA Update is a great way to inform EBA members of events and matters concerning the EBA and its affiliates, and provides members an opportunity to become acquainted with key regulators and others in the energy industry.

### Submissions

The EBA Assistant Secretary is the editor of the Newsletter. All articles, photos, reports, etc. should be submitted to the Assistant Secretary (Carrie Bumgarner, [bumgarner@wrightlaw.com](mailto:bumgarner@wrightlaw.com)) by the deadline(s) listed below.

- **Summer:** June 30, 2015
- **Fall:** September 30, 2015
- **Winter:** December 31, 2015
- **Spring:** March 31, 2016

## *EBA Insights electronic newsletter*

EBA Insights is published every Wednesday morning. The deadline for weekly submissions is by NOON every Tuesday. Submissions should include all details for an event, or industry news item and should be sent to: Rachel Woodall at [rwoodall@eba-net.org](mailto:rwoodall@eba-net.org).

## *EBA Website – [www.EBA-Net.org](http://www.EBA-Net.org)*

### Committee Web Pages

The website is the primary marketing tool of EBA. Committee Chairs are encouraged to keep their Committee charters up to date, as well as provide recommendations for additional resources to post on the site. Website submissions should be sent to: Marlo Brown at [marlo@EBA-net.org](mailto:marlo@EBA-net.org)

### Chapter Web Pages

Each chapter has its own website page. The chapters are responsible for submitting content to post on their pages. EBA encourages Chapters to include photos, information about updating regional events, promotion of sponsors and networking opportunities. Website submissions should be sent to: Michele Smith at [Michele@eba-net.org](mailto:Michele@eba-net.org)



# **EBA Contact Information**

**EBA Leadership Conference  
May 5, 2015**



# Energy Bar Association

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