



2024 In-person Law & Ethics (L&E) Chapter Presentations

Chapter Requirements, Agreement, and Presenter/AV needs

Request an in-person presentation [here](#), after you reviewed the Chapter Requirements below

Eligibility

- Chapters are expected to guarantee a minimum of 30 attendees

Minimum Attendance Requirement

- Chapter needs to notify mchampion@camft.org of the venue cancellation policy/date as soon as the agreement with the venue is signed
 - **If hotel venue cancellation is less than 30 calendar days out**, Chapters guarantee to meet a minimum of 30 paid-in-full registrants, 30 calendar days before the presentation date
 - **If hotel venue cancellation is before 30 calendar days out**, CAMFT and Chapter will agree upon registration confirmation date (*earlier than 30 calendar days out*) Chapters guarantee to meet a minimum of 30 paid-in-full registrants by the registration date agreed
- Chapter needs to provide registration proof/roster to mchampion@camft.org

Cancellation policy

- If the Chapter venue cancellation is less than 30 days before the presentation:

- CAMFT will cancel the in-person presentation 30 calendar days out if the Chapter does not provide proof of 30 paid-in-full registrants. This will allow the Chapter to cancel the venue in accordance with the venue agreement
 - A webinar presentation at the originally scheduled date and time is available instead
- CAMFT is not liable for any losses incurred by the Chapter, due to presentation cancellations (*Including, but not limited to, venue or registration cancellation fees*)

- If the Chapter venue cancellation is more than 30 days before the presentation:

- CAMFT will cancel the in-person presentation if the Chapter cannot provide proof that there are already 30 paid-in-full registrants by the registration date agreed above. This will allow the Chapter to cancel the venue in accordance with the venue agreement
 - A webinar presentation at the originally scheduled date and time is available instead
- CAMFT is not liable for any losses incurred by the Chapter, due to presentation cancellations (*Including, but not limited to, venue or registration cancellation fees*)

CAMFT to provide in advance

- **Upon confirmation**
 - Session topic, description, learning objectives, and presenter headshot
- **21 calendar days out**
 - Syllabus
- **7 calendar days out**
 - Handouts (if applicable) and PowerPoint slide deck

Presenters to provide on the day

- Laptop with PowerPoint presentation
- USB stick with PowerPoint presentation as back-up
- Slide advancer and extra batteries
- Projector & HDMI cable from laptop to projector
- Multiple outlet surge protector power board

Chapters to provide

To CAMFT

- **ASAP**
 - Registration link, so we can market the event on your behalf
- **30 calendar days out (or earlier, depending on venue cancellation)**
 - Provide registration list with proof of at least 30 registrants to mchampion@camft.org
- **14 calendar days out**
 - Registration count to mchampion@camft.org
- **7 calendar days out**
 - Registration count to mchampion@camft.org
- **7 calendar days out**
 - Agenda: Please be mindful ~ As the presentation is eligible for 6 CEs, the duration of the presentation needs to be 6 hours. Introductions (if not brief), announcements, breaks, and any other business will need to be in addition to the time listed above.
- **7 calendar days after the event**
 - Evaluations and attendee count to mchampion@camft.org

At the venue

- Copies of PowerPoint slides/handouts for your attendees - optional
- **An AV specialist** to assist presenter(s) with set-up 60 minutes before the start of the event
- Podium
- Microphone (Lavalier or podium) – in working order
- Projector screen
- Sound system/speakers – in working order
- Laptop (as back-up)
- Projector (as back-up) – If a TV monitor is available, the presenter will prefer that instead of a projector. **Please confirm ASAP**
- HDMI cable to connect to back-up laptop and projector
- Extension cords and multiple outlet surge protector power boards



**In-person Law & Ethics (L&E) Chapter Presentations
Chapter Agreement**

I, _____
First and Last name and Board Position

am authorized, on behalf of _____
Chapter

to agree to the minimum attendance requirement, the cancellation policy, and the chapter requirements (pages 1 & 2)

Signature: _____ Date: _____