



# Continuing Legal Education PROGRAM PROPOSAL FORM

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The CLE Committee of the Rhode Island Bar Association is committed to presenting a curriculum that will integrate substantive areas of law with practical training and skills to the members of the Bar.

The CLE Committee encourages other Bar Committees and any member of the Bar to submit ideas and programs for presentation. To aid anyone who would like to make a proposal, the committee provides the following guidelines:

1. The Continuing Legal Education committee is the appropriate Rhode Island Bar Association committee to administer CLE programs and should be responsive to the needs and interests of the Rhode Island Bar Association members who desire further legal education.
  2. All members of the RIBA and all committees, through their chairs, are encouraged to submit proposals to the committee for new continuing legal education programs.
  3. Proposals for programs should be submitted to the RIBA Director of CLE, in writing, substantially in the form of the attached program proposal form.
  4. When planning all seminars, the CLE Committee will draw upon the expertise and shared knowledge of the members of the other committees of the RIBA, but will retain control over the content and faculty of any seminar.
  5. Advertisements and literature will so state when seminars have resulted from significant cooperation with and participation by other committees of the RIBA.
  6. Whenever feasible and appropriate, the CLE Committee will endeavor to present programs on relatively short notice on topics of extremely high interest and relevance to the members of the Rhode Island Bar Association.
  7. The Rhode Island Bar Association believes that diverse perspectives are critically important to the justice system and to the success of those who practice law. Please make every effort to include speakers of diverse background on your panels. The broad concept of diversity includes, but is not limited to, psychological, physical, and social differences that occur among any and all individuals, such as race, ethnicity, nationality, religion, economic class, age, gender identity and expression, sexual orientation, mental and physical ability, veteran status, and learning styles. Please consider whether you are able to incorporate issues related to diversity, equity, and inclusion into your program.
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Contact Information	
<b>Program Proposed By:</b>	
<b>Contact Person:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

Seminar Information	
<b>Suggested Program Title:</b>	
<b>Suggested Credit Hours:</b> <i>(RI is a 50-minute hour)</i>	
<b>Brief Description of the Program:</b> <i>(Attach additional information if necessary)</i>	
<b>Program objectives. Upon completion of the program each participant will:</b>	
<b>Target Audience for this Program:</b> <i>(Areas of practice, level of experience, etc.)</i>	
<b>Suggested Faculty:</b> <i>(Please attach a list of suggested instructors and their qualifications.)</i>	
<b>Is there a compelling need to schedule this program quickly? Please specify:</b> <i>(e.g. a new law, change in procedure, etc.)</i>	

**Submitted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Proposal considered on :** \_\_\_\_\_ **Recommended Action:** \_\_\_\_\_