



Masters in Trial Policies and Procedures Overview

The ABOTA Masters Education Program is a highly successful, patented and trademarked program for teaching civil trial skills. It was created and is sponsored by the ABOTA Foundation. The programs include:

- Masters in Trial
- Masters in Jury Selection
- Masters in Cross Examination
- Masters in Opening Statements and Closing Arguments
- Masters in Direct and Cross Examination of Experts
- Masters Ultimate Trial Notebook
- Masters Expedited Jury Trial

Masters Education Programs are presented by ABOTA Chapters in conjunction with and under the sponsorship of the ABOTA Foundation. Coordination with the ABOTA Foundation and its staff is vital to ensure program quality and consistency, and also so that appropriate support including marketing, venue organization, and other critical support functions can be provided to the Chapter. Chapters are not permitted to organize and conduct Masters- designated programs without the approval of the ABOTA Foundation Professional Education Committee and coordination with the ABOTA Foundation Office. Chapters are, of course, encouraged to conduct other educational programs not duplicative of or designated as Masters Programs, such as Civility Matters programs and mini Jury Summits.

To conduct a “Masters”-branded program, Chapter leaders need to initiate coordination with the ABOTA Foundation well in advance of the anticipated program date. Generally, the Masters Program schedule for the calendar year is established by July of the preceding year and thus early proposal submission is vital to a successful program and to secure appropriate coordination with the ABOTA Foundation and the ABOTA Professional Education Committee. Due to the need for extensive marketing, as well as the other preparation work required by staff to ensure a successful program, only a limited number of Masters Programs can be conducted each year.

To begin planning for a Masters program in 2018, chapters should submit a “Chapter Request for Masters Education Program” form to the Foundation as early as possible and in any event prior to July 7, 2017.

Chapter officers or others interested in organizing a Masters-branded program should contact Molly McDonald mollym@abota.org at the ABOTA National Office with any questions regarding the programs or procedures for application and approval.



PROFESSIONAL EDUCATION SPEAKER GUIDELINES

Elevate the Standards

ABOTA Professional Education programs highlight the talent and experience of ABOTA attorneys. As such, we ask that all speakers, judges, and coordinators of ABOTA Professional Education programs be active members of ABOTA. In the event that a non-ABOTA member is required for the strength of the program, program chairs must seek a waiver from the Professional Education Committee.

Commitment to Diversity

ABOTA has a strong commitment to promoting ethnic and gender diversity. Accordingly, it is essential that every ABOTA professional education program include a diverse panel of speakers. Ideally, this means that all programs will have a reasonable balance of male, female, and ethnically diverse speakers. At a minimum, programs are required to feature at least one woman and at least one speaker who identifies as an ethnic minority. Should the program chair be unable to recruit sufficient numbers of female or ethnically diverse speakers, he or she should seek the assistance of ABOTA Foundation Staff. The staff can assist in recruiting diverse national speakers who will travel at their own expense to serve as faculty on ABOTA professional education programs. In addition, in rare instances, waivers may be granted to allow qualified candidates, who are not ABOTA members, to participate to fulfill the diversity goals for the program faculty. It is vital that the program chair seek diverse candidates early in the faculty invitation process so as to give maximum opportunity for diversity on the faculty.

Thank you for your Service

All speakers, judges, witnesses, and other “faculty members” participating in ABOTA Professional Education programs will be granted a complimentary registration to the program. We sincerely appreciate the contribution of time and talent to the program and welcome all faculty members as program participants.

Legal Excellence

We ask that all faculty members participating in ABOTA Professional Education programs refrain from mentioning specific verdict amounts or otherwise telling “war stories.” While each of our speakers has an impressive record of success, we have found that these details seldom enrich the experience of the attendee and more often create an atmosphere focused on personal success rather than obtaining justice for clients.

Promoting the Civil Jury Trial

As a non-partisan organization, and equally balanced on both sides of the bar, we ask that all speakers refrain from endorsing or disparaging any political party, candidate, or initiative. Our audiences are made up of people from every economic, racial, and political background and we strive to create an inclusive learning environment.

For more information about ABOTA Professional Education policies, please contact Molly McDonald, Professional Education Director, at mollym@abota.org.



Chapter Request for Masters Professional Education Program - 2018

If your chapter would like to present a Masters Series professional education program in 2018, please complete the form below and submit it to Molly McDonald, Professional Education Director, (mollym@abota.org) for presentation to the Professional Education Committee.

Chapter: _____

Chapter Contact: _____ **Phone:** _____ **Email:** _____

Type program: Masters in Trial Master in Jury Selection Ultimate Trial Notebook Masters in Cross Examination Masters in Opening Statement /Closing Argument Specialty program: _____

Length of Program: Full-day Half-day Multi-day

Programs will not be accepted on the following dates to avoid conflict with National Board Meetings:

- Week of January 15, 2018
- Week of August 13, 2018
- Week of October 8, 2018
- On or near holidays

Preferred time period:

Month:

Date:

Day of week:

Alternative Dates (in case of scheduling conflicts): _____

Special circumstances regarding date: (i.e. chosen to coincide with football game, CLE reporting deadline, availability of Law school space, etc.): _____

Chair(s) for program: _____

Suggested venues, if known: _____

Anticipated attendance (licensed attorneys): _____ (While others may attend (based on space available) it is important for committee purposes to know the anticipated attendance of licensed attorneys.)

Special considerations for approval: (Chapter revitalization, held with State Bar Convention, etc.): _____

Chapters are strongly encouraged to submit 2018 applications for review by **Friday, July 7, 2017**. Submissions after that date will be considered based on availability. Scheduling decisions will be made by **Friday, August 4, 2017**.

Criteria for inclusion on the 2018 Calendar include, but are not limited to:

- Chapter program history
- Workability of preferred date
- Special circumstances (chapter revitalization, etc.)
- Flexibility on date

Speaker Guidelines: By signing below you confirm your application and indicate that you acknowledge and agree to adhere to the attached Speaker Guidelines. These guidelines are essential to ensuring the high-quality, balanced programming that ABOTA is known for.

Signature: _____ Date: _____

Please return your completed application to mollym@abota.org by Friday, July 7, 2017.