

2012 NALA Affiliate Exchange Program

Description and Application Form

**National Association of Legal Assistants, Inc.
2012 Annual Meeting of Representatives
July 2012**



2012 NALA Affiliate Exchange Program Call for Presentations

How it Works.

Affiliated associations wishing to participate are asked to submit an abstract of the presentation by **October 1, 2011**. The associations must also designate one or more members to make the presentation. The abstract will be considered by an Affiliate Exchange Review Committee and selected based on the following criteria:

- *Overall quality of topic - timely, fresh and innovative
- *Appeal to a wide audience, ideas that can be implemented by any association
- *A well-defined focus
- *Results oriented material to be used to advance the growth and success of the association

The presentations will be made during the annual meeting of NALA affiliated associations in July 2012.

Possible Topics.

What is your success area? Examples of possible topics for the Affiliate Exchange presentations include but are not limited to the following:

1. Successful fund-raising campaigns
2. Newsletters - development and design
3. How to organize a seminar
4. Membership growth programs
5. Membership involvement and recognition programs
6. Development of CLA review courses
7. Bar affiliation
8. Leadership development

Topics to be selected for the Affiliate Exchange Program are those related to the programs of NALA affiliated associations or related to the organization and growth of these associations.

Benefits of Participation.

By participating in the Affiliate Exchange Program your association will be a part of a program designed to help other associations serve their members, thus making for a much stronger professional environment for paralegals. Your association will also:

- *assist and encourage fellow affiliated associations
- *further refine its organizational materials
- *increase its visibility nationally
- *become more involved and encourage fellow affiliated associations to become more involved in NALA

How to Apply.

Interested associations are invited to submit an Affiliate Exchange Application Form accompanied by a paper providing the following information:

1. Title of presentation
2. Format of presentation (i.e., panel presentation, group discussion, lecture)
3. Learning objectives. Include at least three answers to this statement: "By the end of this session, affiliates will . . ."
4. A description of the concept to be presented and its relevance to affiliated associations' programs
5. Examples of how the concept has been implemented in your association and the results
6. Intended audience. Is the presentation for: those affiliated associations with over a certain number of members . . . for long established associations or those just starting . . . or for those affiliates with or without regions/chapters?
7. Description of the speakers, including previous speaking engagements and experience with the topic. The application should also include speaker biographical information and photos to be used in the annual meeting brochure and on the NALA web site if the application is selected.

Presenters must be active members of a NALA affiliated association.

Handout material. Written material to accompany the presentation is required. The handout material should not exceed 25 pages and must be received by NALA headquarters **no later than May 1, 2012**. NALA headquarters will be responsible for reproducing and distributing the handout material.

Expenses. Affiliated Exchange presenters do not receive any compensation or honorarium for their participation in this program.

Deadlines: The Affiliate Exchange Application Form must be received by NALA Headquarters **no later than October 1, 2011** to be considered for the 2012 meeting. Notifications of acceptance will be mailed in early December. ###

**2012 Affiliate Exchange Program
Application Form**

Name of Affiliated Association:			
Name of Presenter:			
Mailing Address:			
City:	State:	Zip Code:	e-mail:
Daytime Telephone:		Fax:	
Title of Presentation:			
List of Co-Presenters, including mailing addresses. (Optional.)			
To be signed by the Affiliated Association President:			
On behalf of the above named NALA affiliated association, I submit this application and program description for the 2012 Affiliate Exchange Program. This will also certify that the person designated above is an active member in good standing of this association.			
Signature:			
Print Name:			
Date:			

This form must be accompanied by a course description as outlined in the program announcement.

Please complete this form and return it by October 1, 2011 to:

NALA Headquarters
1516 S. Boston, Suite 200
Tulsa, OK 74119
Fax: 918.582.6772 E-mail: nalanet@nala.org
Phone: 918.587.6828

Notification of acceptance will be mailed no later than December 15, 2011.