



2023 NALA Affiliate Exchange Program

Description and Application Form

**NALA – The Paralegal Association
2023 Annual Meeting of Representatives
July 2023**

2023 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 **December 31, 2023**. 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, and
- * Use of results-oriented information and material to advance the growth and success of the association.

The selected Affiliate Exchange Presentations will be made during the annual meeting of NALA Affiliated Associations at the NALA National Conference & Expo in Boston, MA, in July 2023.

Please be aware all Conference sessions are recorded, and presenters will be asked to sign an agreement to allow the recording of their session(s). The Affiliate Exchange Program is a benefit for NALA Affiliated Associations and will be distributed post-conference to affiliate representatives only.

Possible Topics

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

- Successful fund-raising campaigns
- Membership growth programs
- Membership involvement and recognition programs
- Student engagement and membership programs
- Developing members into leaders
- Association best practices
- Affiliate recruitment
- Bar affiliation
- Virtual and hybrid event strategies and successes
- Board development
- Mentoring Programs
- Successful partnerships and collaborations
- Planning and Preparing for your association's annual conference
- Developing a CP Study Group
- Using social media to grow new members and member engagement

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, and
- 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 website 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 twenty-five pages and must be received by NALA Headquarters **no later than May 1, 2023**. NALA 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: NALA Headquarters must receive the Affiliate Exchange Program Application Form **no later than December 31, 2022**, to be considered for the 2023 meeting. Notifications of acceptance will be emailed by February 28, 2023.

2023 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.)			
Must 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 2023 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 December 31, 2022, to:

Email: Affiliates@nala.org

Phone: 918.587.6828

Notification of acceptance will be emailed by February 28, 2023