TECHSHOW 2024

FEB 14 - 17, 2024 | CONFERENCE & EXPO

Speaker Orientation

ABA TECHSHOW 2024

39 YEARS

Link for Speaker Badge

NKOYO-ENE EFFIONG
TECHSHOW 2024 BOARD

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TECHSHOW 2024 BOARD

BARRON K. HENLEY
TECHSHOW 2024 BOARD

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TECHSHOW 2024 BOARD

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TECHSHOW 2024 CO-CHAIR

CYNTHIA THOMAS
TECHSHOW 2024 CO-CHAIR

HEIDI BARCUS
TECHSHOW 2024 BOARD

JULIE BAYS
TECHSHOW 2024 BOARD

AMERICAN**BAR**ASSOCIATION
Law Practice Division

JUDGE BARBARA LEACH
TECHSHOW 2024 BOARD

ALEXANDER PAYKIN
TECHSHOW 2024 BOARD

PATRICK WRIGHT
TECHSHOW 2024 BOARD

General Conference, CLE, and Registration Questions

Marcia Yarbrough
ABA Law Practice Division
312.988.5061
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Marketing and Website Questions

Josh Eaton
ABA Law Practice Division
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Exhibiting and Sponsorship Questions

MCI Group
abasales@wearemci.com

Agenda

Theme

Location

Schedule

Timeline

Marketing

CLE Requirements

Questions

Speaker Perks

*

VIP Speaker Reception

Speaker Schwag

Speaker Ready Room

Free Conference Registration

$400 Travel Reimbursement

Up to 2 nights free in hotel *

Speaker Community

Stardom

WORLD'S FAIR
CHICAGO, 1893

HYATT REGENCY CHICAGO

FLOOR PLAN
Ballroom Level (East Tower)

LOWER EAST WACKER DRIVE

MEN

WOMEN

COATROOM

EE

GRAND SUITES

NORTH
STORAGE

UP TO
CONCOURSE
LEVEL

CROSS ACCESS ROUTE
CONCOURSE LEVEL ABOVE

1

2A

2B

A

3

4

A

B

DOWN TO
RIVERSIDE
EXHIBIT HALL

RESTROOMS

GRAND
BALLROOM

C
NORTH

D
NORTH

3

5

4

EAST PARKING

1

C
SOUTH

D
SOUTH

GRAND BALLROOM REGISTRATION
AREA
NORTH AND SOUTH

NORTH STETSON AVENUE

10

9

8

MN

L

K

GROUP OFFICE

EAST TOWER
MOTOR ENTRANCE

E

2

F

SERVICE

GRAND HALL

EE

NORTH COLUMBUS DRIVE

DOWN TO
RIVERSIDE
EXHIBIT HALL

SOUTH
STORAGE

MEN

G

6

7

5

J

KITCHEN

WOMEN

UP TO
CONCOURSE
LEVEL

H

SERVICE

EAST SOUTH WATER STREET

Wednesday

Time	Event
3PM	Volunteer Training
4PM	Speaker Reception
5PM	Start-up Alley
6PM	Welcome Reception

Thursday

Time	Event
7AM	Breakfast | Yoga | 12 Step
7:45AM	Vendor Program
8:30-9:15AM	Opening Ceremony | Futures Panel
9:30-10:30AM	Speaker Block 1
10:45-11:45AM	Speaker Block 2
11:45AM-12:30PM	Vendor Hall Break
12:30-1:30PM	Lunch & Learn
1:15PM	Vendor Program
1:30-2:00PM	Vendor Hall Break
2PM	Speaker Block 3
3:15PM	Speaker Block 4
4:15PM	Vendor Hall Reception
6:30PM	Taste of TECHSHOW

Friday

Time	Event
7AM	5K | 12 Step
7:45AM	Vendor Program
8:30-9:15AM	Keynote
9:30-10:30AM	Speaker Block 1
10:45-11:45AM	Speaker Block 2
11:45AM-12:30PM	Vendor Hall Break
12:30-1:30PM	Lunch & Learn
1:15PM	Vendor Program
1:30-2:00PM	Vendor Hall Break
2:00-3:00PM	Speaker Block 3
3:15-4:15PM	Speaker Block 4
4:15-5:00PM	Vendor Hall Break
5:00PM	Celebration

Saturday

Time	Event
9AM	60 in 60 Takeaways | Breakfast
10AM-12PM	Debrief Workshop – Action Plans To Go
Noon	Conference Closing

DUES DATES

1.**Speaker RSVP/Information Form** – August 15, 2023
   - Submit bio and photo – August 15, 2023
2.Meet with co-presenter – October 16, 2023
3.Session title and description (to speaker liaison) – October 20, 2023
4.**Speaker Release Form** – October 27, 2023:
   - Provide speaker liaison with session description and learning objectives feedback.
5.Plan for materials: submit a brief outline of when you expect to submit your materials for your session (to speaker liaison) – December 8, 2023
6.**Register for TECHSHOW 2024** – December 15, 2023
   - Use code **SPK24** to register for free
7.**Reprint Permission Form** – December 8, 2023: Only needed if using third party documents.
8.**Required Program Materials Template** – December 8, 2023:
   - Please turn in your program materials to your speaker liaisons. Here are some materials guidelines. Work with your speaker liaison to confirm materials.
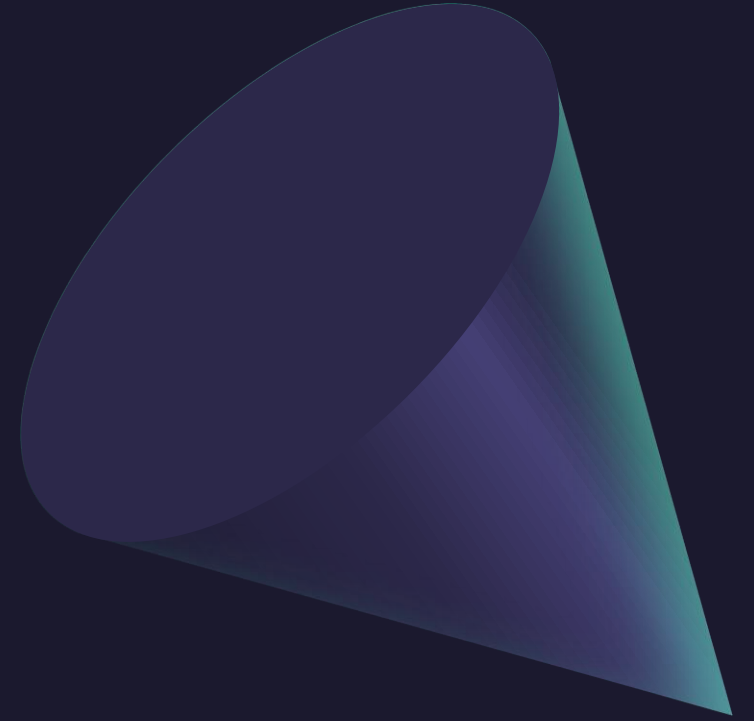9.**PowerPoint Template**

No Selling from the Podium

MARKETING

[MEDIA KIT LINK](#)

Brand Guidelines

1. ABA TECHSHOW should always be spelled with all caps, and with ABA in front.

- **Correct: ABA TECHSHOW   Correct: ABA TECHSHOW EXPO**

- Incorrect: TECHSHOW / Techshow / TechShow / Tech Show / ABA TECHSHOW Expo

2. When the year is used to refer to ABA TECHSHOW, it should be placed after the full name of the Conference.

- **Correct: ABA TECHSHOW 2024**

- Incorrect: 2024 ABA TECHSHOW

3. Use the registered trademark symbol (®), superscripted if possible, the first time ABA TECHSHOW is used in a written piece. Subsequent references in the same piece can simply refer to the name as ABA TECHSHOW.

- **Preferred: ABA TECHSHOW®**

4. ABA TECHSHOW's unofficial "tagline" is "**Bringing Lawyers & Technology Together.**" Please use when appropriate.

5. ABA TECHSHOW Website address: The preferred Web site label for the Conference is **www.techshow.com** (with or without the highlighting or underlining, depending on the style of the piece).

6. ABA TECHSHOW's twitter handle is **@ABATECHSHOW** and the hashtag is **#ABATECHSHOW**. When tweeting about the Conference, please use when appropriate.

7. Please refer to ABA TECHSHOW as a "**Conference and EXPO,**" or one of the two as circumstances warrant. In any formal communications, please do not refer to ABA TECHSHOW as the "show."

8. ABA TECHSHOW is presented by the ABA Law Practice Division. When referring to the Conference for the first time, or to an unfamiliar audience, it may be appropriate to add the phrase, "**presented by the ABA Law Practice Division.**" Below are other guidelines for referring to the Division.

- **Correct: ABA Law Practice Division**

- **Correct: ABA Law Practice Division (LP) with subsequent references to LP**

Will this ABA program qualify for MCLE credit?
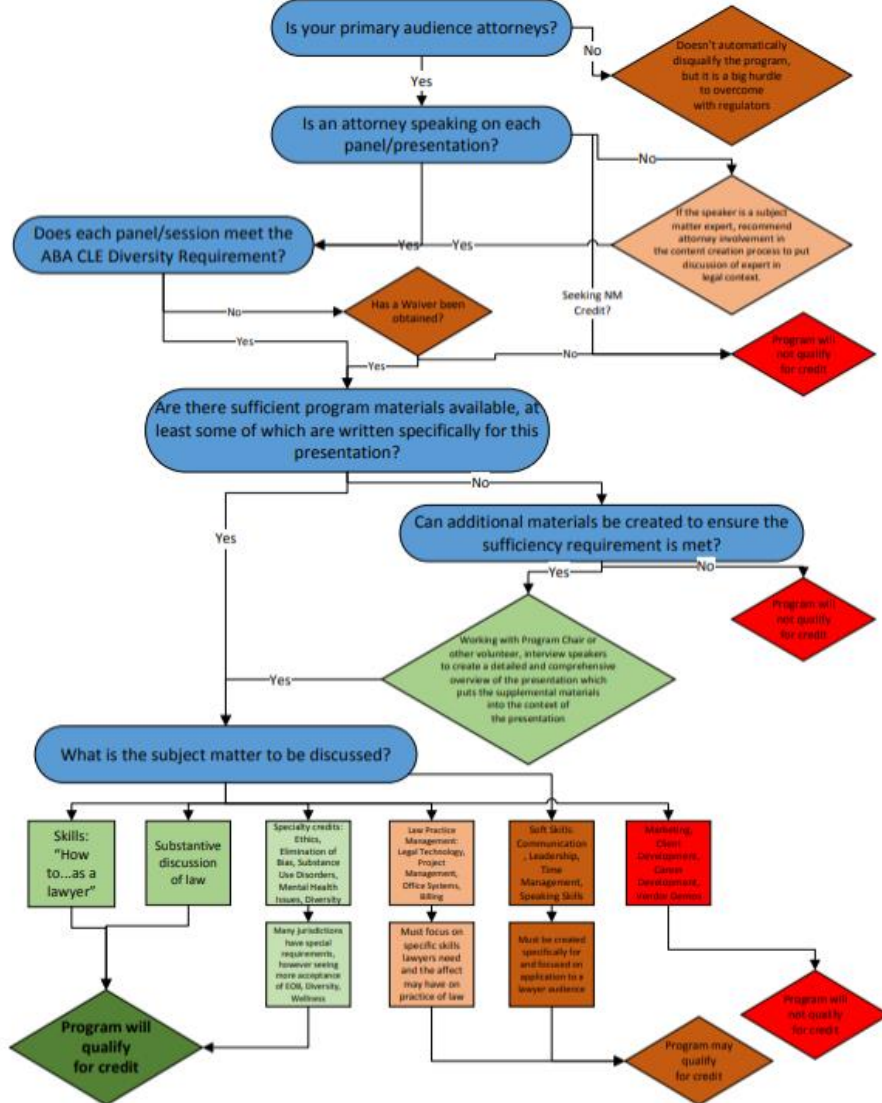
The Rule:

ALL jurisdictions require:
- "thorough, high quality, readable, useful, and carefully prepared instructional materials"
- "made available to all participants at or before the time the program is presented"
- Materials for EVERY session – if no materials, no CLE credit for that session, even if other sessions have materials

Our goal is to provide materials which meet or EXCEED MCLE requirements!

A Few States Require More

- At least some portion of the materials must be prepared specifically for the course and subject matter addressed for:
  - **THIS** session at
  - **THIS** location on
  - **THIS** date and time

What Does Qualify:

- Thorough paper or article
  - Written specifically for this presentation
  - Title matches presentation
  - Authored or adopted by speakers
  - Covers all topics of learning objectives or on agenda/outline
- PowerPoint Slides utilized during presentation
  - Must be distributed to attendees before or during course
  - Cannot be mere outline, images, or few bullets per slide
  - May create different version to distribute including notes
- Detailed paper accompanying supplemental materials (cases, statutes, previously published articles or papers)
  - Put the supplemental materials into context of the discussion held during the program
- Recommend minimum of 10 pages per hour of content

What Doesn't Qualify:

- Brief outlines or agendas
- Cases or statutes
- Hypotheticals
- Bibliographies or a list of other reference materials, such as internet sites
- Sample pleadings

Reimbursement Guidelines

Transportation
- Actual airfare/train ticket/car mileage/car rental/taxi combination equivalent **up to $400.00.**

Lodging
- Out-of-town speakers are eligible for one night's hotel stay for each day they are speaking. Room costs will be placed on the TECHSHOW master account at the Hyatt Regency Chicago. Each speaker pays all incidental costs and room charges for additional nights at the time of check out. **Book your hotel room.**
- Chicago area speakers (within 30 miles of the Hyatt Regency Chicago) will not be reimbursed for hotel stays.

Meals
- Continental breakfast is provided for all TECHSHOW speakers and attendees each morning of the conference. In addition, speakers will receive a free ticket for lunch on Thursday and Friday.

QUESTIONS