Chapter: ____________________________________________________________

Session Title: _______________________________________________________

Date Conducted: _____________________________________________________

Speaker: ___________________________________________________________

Speaker Phone Number: ______________________________________________

Speaker Email: _____________________________________________________

Type of Speaker:

☐ Business Partners
☐ Strategic Alliance Partner
☐ ALA Member
☐ Other: ______________________________

Session Format (please check one)

☐ Panel
☐ Speaker
☐ Workshop
☐ Other: ______________________________

Area of Knowledge: (Please check one)

☐ Communication & Organizational Management
☐ Financial Management
☐ Legal Industry/Business Management (includes marketing and planning techniques)
☐ Operations Management (includes technology)
☐ Human Resources Management
☐ Other: ______________________________

Publicized description of session:
____________________________________________________________________
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                       Overall Rating: _________       # of Evaluations Submitted: _______  # of Attendees: ___________

Comments regarding session, speaker and nature of partnership with other organization, if applicable:
____________________________________________________________________
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Enter the data from this summary form into the Chapter Education Database using the Online Admin Tool.
The Chapter partnered with and/or the presenter was affiliated with one of the ALA Strategic Alliance Partners:

☐ Yes  ☐ No

If yes, which organization(s)?

☐ American Association of Law Libraries (AALL)  ☐ International Paralegal Management Association (IPMA)

☐ Association of Records Managers and Administrators (ARMA International)  ☐ Legal Marketing Association (LMA)

☐ Australian Legal Practice Management Association (ALPMA)  ☐ Managing Partners’ Forum (MPF)

☐ The British Columbia Legal Management Association (BCLMA)  ☐ The Law Office Management Association (TLOMA)

☐ ABA Law Practice Management Section  ☐ State/Local Bar Association

☐ The Association for Legal Career Professionals (NALP)  ☐ International Legal Technology Association (ILTA)

☐ Centro de Estudos de Administração de Escritórios  ☐ Other: _____________________________________________ de Advocacia (CEAE)

Accreditation:

☐ CLM – Application Credit  ☐ SHRM

☐ CLM – Recertification Credit  ☐ CPE

☐ CLE  ☐ HRCI

☐ Other: _____________________________________________

Submitted by: ______________________________________________________________________________________

Position within the Chapter: __________________________________________________________________________

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