



2019 ACC National Capital Region Sponsorship Program

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Introduction

The Board of Directors of ACC National Capital Region is pleased to present the chapter's 2019 Sponsorship Program.

ACC NCR is the regional bar association for in-house counsel, serving the companies, non-profits, and other private-sector organizations in the District of Columbia, the Commonwealth of Virginia, and suburban Maryland. With approximately 2,500 members from more than 800 corporations and other private-sector organizations, ACC NCR is among the largest chapters of the global Association of Corporate Counsel (ACC).

ACC NCR provides vital professional services to a vibrant in-house bar and is very proud to be the premier provider of continuing legal education and networking opportunities for the in-house legal community in our region. Annually, we offer 80-plus educational programs that provide in-house counsel with the tools they need to advise their clients, and to do their jobs better and smarter.

ACC NCR is committed to help its members reach their career and professional development goals. Each year, our schedule includes numerous programs that address the future of in-house practice, in-house/outside counsel relations, and the leadership skills in-house counsel need to work effectively with their business-side clients. In 2017, ACC NCR launched its Leadership Academy – a nine-month cohort program designed to teach the participating Fellows the skills and competencies they need to become more valued by and valuable to their organizations.

The Appendices to this document list ACC NCR's 2018 volunteer leaders and provide an illustrative list of CLE and career development programs presented by the chapter in January – September 2018.

The 2019 ACC NCR Sponsorship Program provides ways for your firm or company to effectively work with ACC NCR on our many programs, events, and initiatives. The Program serves both ACC NCR's needs for sponsorship support and our sponsors' interest in having strong visibility with our membership.

Features of the 2019 Sponsorship Program

The 2019 Sponsorship Program has a variety of levels of annual sponsorships, each of which provides a robust bundle of benefits with excellent visibility for sponsors. Details about the sponsorship levels and the benefits associated with each level are provided at pages 6-19. Explanations of the benefits can be found starting at page 20.

The features of this year's Sponsorship Program are generally the same as in 2018's program. The tiers and benefits associated with them have not changed very much. We will continue to explore new ways to ensure sponsors are maximizing the ROI for their support. There is a modest price increase in some of the levels.

This year's Sponsorship Program includes new opportunities specifically connected to hosting social, community-based, and Greater Virginia CLE programs. Sponsors at other levels may add-on a single-event social or community-based program sponsorship. To the extent that such sponsorships remain, new sponsors will have an opportunity to host such events.

Given our status as a leading regional in-house bar association, we believe that our sponsorships offer great value and that we are the “best deal in town” for connecting with in-house counsel in our service area.

Sponsorship Program General Provisions

The term of an annual sponsorship under the 2019 Program is from January 1, 2019, through December 31, 2019.

All prospective sponsors must complete the Sponsorship Application Form. By completing and submitting the application form, you represent that: (1) You have carefully reviewed and fully understand the terms and provisions of the 2019 ACC NCR Sponsorship Program and that you are committed to working within the Program and its requirements, specifically the ACC NCR Sponsor Guidelines (found at Appendix 3 to this document); (2) You are authorized to submit the sponsor application form on behalf of the sponsor applicant; and (3) You will pay the sponsorship fee to ACC NCR by the applicable deadline.

Payment in full of the sponsorship fee must then be received by January 31, 2019, or within thirty (30) days of receipt of notification of the sponsorship award and an invoice for the fee, whichever occurs later, unless other arrangements are made with the ACC NCR Executive Director. Failure to pay in a timely fashion will result in immediate cancellation of the sponsorship and forfeiture of all sponsorship benefits. The sponsorship then will be reassigned to another interested sponsor. Please note that sponsorship fees are not refundable.

Application Process

The Sponsorship Application Form is available online at <http://sponsorACCNCR.com>. We have provided a list of the questions from the application at page 38, so that you can plan out your responses before entering them online.

Our timeline is as follows:

- Wednesday, October 10, 2018: Release of the 2019 Sponsorship Program.
- Thursday, October 11, 2018, 10:30 a.m. Eastern: ACC NCR will host a Q&A conference call to provide a brief overview and answer questions regarding the Sponsorship Program.
 - ***For this call, we will use the following conference bridge: 1-866-244-8528. Participant pass code: 998741#***
 - Officers Navid Haghighi (President), Jim Villa (President-elect) and Greg Watchman (Vice President – Programming), and Executive Director Shannon Graving will be on the call.
- Wednesday, October 31, 2018, by 11:59 p.m. Eastern: Deadline for submission of Sponsorship Application Form if your company or firm wishes to be included in the “first-round” selection of sponsors. **This deadline is later than usual and will not be extended.**
- Wednesday, November 21, 2018: Sponsorship applicants who met the October 31 submission deadline will be notified about the status of their applications.
- Based on past experience, we think it is highly likely that we will sell out all of the sponsorships during the “first-round” selection process.
- While we welcome applications received after October 31, 2018, opportunities are subject to availability. These later applications will be evaluated according to the criteria listed below on a first-come, first-served basis.

Sponsor Selection Criteria

ACC NCR has been very fortunate to work with sponsors that are true contributors to our efforts to be the premier professional resource for our members. We greatly value our sponsors' dedication to helping us achieve our mission.

In selecting sponsors and assigning sponsorship levels for 2019, ACC NCR will:

1. Attempt to select a mix of sponsors that will offer a variety of information, services and/or products to our members to assist them in providing the highest level of service to their clients. We try to make sure that our sponsors are well aligned with the interests of our membership in terms of practice areas, industries represented, and sizes of firms/companies.
2. Seek sponsors that are able to provide information, services, ideas and expertise that are valuable to our members and conform to our guidelines (see Appendix 3 to this document).
3. Consider, if applicable, the applicant's previous creativity in developing and presenting CLE programming for ACC NCR.
4. Consider the applicant's proffered or proven commitment to diversity and its ability to work closely and effectively with ACC NCR on CLE programs, events and other chapter activities.

The ACC NCR President, President-elect, Vice President of Programming, Director for Legal Education, Director of Programming, Director of Greater Virginia, and Executive Director will comprise the ACC NCR Sponsorship Committee. The Committee will evaluate the Sponsorship Applications we receive based on the criteria stated above and determine the assignment of specific sponsorships to applicants.

Diamond Sponsorship (\$35,000)

General Features

- Only one (1) Diamond Sponsorship will be available in 2019.
- CLE and Thought Leadership Opportunities:
 - Participate as a presenter at and/or host of three (3) ACC NCR CLEs or other programs.
 - ACC NCR will publicize such programs via its social media accounts, both before and after the program, noting the sponsor and linking and tagging the organization as appropriate.
 - Have a substantive article or news alert published eight (8) times during the year in the ACC NCR e-newsletter, distributed weekly by e-mail to our membership, three (3) of which will be shared via ACC NCR's social media accounts. Articles will link to sponsor's Web page.
- Ad on the ACC NCR Web site home page, with link to the Sponsor's Web site.
- Prominent listing on ACC NCR Web site as the 2019 Diamond Sponsor of the Chapter, with link to Sponsor's Web site.
- Full-page ad in ACC NCR 2019 Membership Directory – prime (inside-front-cover) placement.
- \$6,000 of the sponsorship fee shall be used to fund the ACC NCR Corporate Scholars Program scholarships.

At the 15th Annual Corporate Counsel Awards Reception (date to be announced)

- Sixteen (16) tickets for attendees to the reception
- Full-page, inside-front-cover ad in the event program
- Prominent listing as Diamond Sponsor on slide show
- Logo on sponsor poster board
- Full-page, inside-front-cover ad in supplement in Washington Business Journal for Awards

Other Opportunities and Features

- Three (3) representatives may attend the sponsor appreciation reception with members of the ACC NCR leadership in January 2019.
- Two (2) representatives may attend the Sponsor ROI Discussion with members of the ACC NCR leadership.
- Sponsor will receive periodic updates or reports on its utilization of sponsor benefits and opportunities.
- Three (3) representatives may attend the end-of-year sponsor breakfast or happy hour with members of the ACC NCR leadership in 2019.
- Six (6) representatives may attend an informal social with chapter members and the 2019 Corporate Scholars in 2019.
- Three (3) representatives may attend the June Luncheon Program – The General Counsel Roundtable.
- Twelve (12) “tickets” for representatives to attend signature programs during the year.

Emerald Sponsorship (\$23,000)

General Features

- Four (4) Emerald Sponsorships expected in 2019.
- CLE and Thought Leadership Opportunities:
 - Participate as a presenter at and/or host of two (2) ACC NCR CLEs or other programs.
 - ACC NCR will publicize such programs via its social media accounts, both before and after the program, noting the sponsor and linking and tagging the organization as appropriate.
 - Have a substantive article or news alert published four (4) times during the year in the ACC NCR e-newsletter, distributed weekly by e-mail to our membership. Article will link to sponsor's Web page.
- Ad on the ACC NCR Web site home page, with link to the Sponsor's Web site.
- Prominent listing on ACC NCR Web site as a 2019 Emerald Sponsor of the Chapter, with link to Sponsor's Web site.
- Full-page ad in ACC NCR 2019 Membership Directory, prime placement.
- \$3,500 of the sponsorship fee shall be used to fund the ACC NCR Corporate Scholars Program scholarships.

At the 15th Annual Corporate Counsel Awards Reception (date to be announced)

- Twelve (12) tickets for attendees to the reception
- Full-page ad in the event program
- Prominent listing as an Emerald Sponsor on slide show
- Logo on sponsor poster board
- Full-page ad in supplement in Washington Business Journal for Awards

Other Opportunities and Features

- Two (2) representatives may attend the sponsor appreciation reception with members of the ACC NCR leadership in January 2019.
- Two (2) representatives may attend the Sponsor ROI Discussion with members of the ACC NCR leadership.
- Sponsor will receive periodic updates or reports on its utilization of sponsor benefits and opportunities.
- Two (2) representatives may attend the end-of-year sponsor breakfast or happy hour with members of the ACC NCR leadership in 2019.
- Four (4) representatives may attend an informal social with chapter members and the 2019 Corporate Scholars in 2019.
- Two (2) representatives may attend the June Luncheon Program – The General Counsel Roundtable.
- Ten (10) “tickets” for representatives to attend signature programs during the year.

Spotlight Sponsorship (\$18,000)

General Features

- Eight (8) Spotlight Sponsorships expected in 2019.
- CLE and Thought Leadership Opportunities:
 - Participate as a presenter at and/or host of two (2) ACC NCR CLEs or other programs. ACC NCR will publicize such programs via its social media accounts, both before and after the program, noting the sponsor and linking and tagging the organization as appropriate
 - During the application process, firms/companies that want this level will indicate the practice area(s) they would want to cover in the CLEs they would present. (Some suggestions: corporate law, corporate governance, compliance, contracts and transactions, global operations, government contracts law, employment and labor, litigation, non-profits and associations, technology, IP, privacy, small-law-department management, etc.) The firm/company can specify two different areas, or two of the same, or offer several options from which the Sponsorship Selection Committee could choose.
 - If the firm/company is selected for this level, they will be informed at that time the practice area(s) on which they will present. Note: Selection of specific topics for the CLEs will be subject to the usual collaborative discussions with ACC NCR volunteer leaders and staff.
- Ad on the ACC NCR Web site home page, with link to the Sponsor's Web site.
- Prominent listing on ACC NCR Web site as a 2018 Spotlight Sponsor, with link to Sponsor's Web site.
- Quarter-page ad in the ACC NCR 2019 Membership Directory.
- \$3,000 of the sponsorship fee shall be used to fund the ACC NCR Corporate Scholars Program scholarships.

At the 15th Annual Corporate Counsel Awards Reception (date to be announced)

- Ten (10) tickets for attendees to the reception
- Quarter-page ad in Event Program as a Spotlight Sponsor
- Logo as Spotlight Sponsor on slide show
- Logo on sponsor poster board
- Quarter-page ad in supplement in Washington Business Journal for Awards

Other Opportunities and Features

- Two (2) representatives may attend the sponsor appreciation reception with members of the ACC NCR leadership in January 2019.
- Two (2) representatives may attend the Sponsor ROI Discussion with members of the ACC NCR leadership.
- Sponsor will receive periodic updates or reports on its utilization of sponsor benefits and opportunities.
- Two (2) representatives may attend the end-of-year sponsor breakfast or happy hour with members of the ACC NCR leadership in 2019.
- Two (2) representatives may attend may attend an informal social with chapter members and the 2019 Corporate Scholars in 2019.
- Two (2) representatives may attend the June Luncheon Program – The General Counsel Roundtable.
- Ten (10) “tickets” for representatives to attend signature programs during the year

Platinum Sponsorship (\$16,000)

General Features

- Six (6) Platinum Sponsorships expected in 2019.
- CLE and Thought Leadership Opportunities:
 - Participate as a presenter at and/or host of two (2) ACC NCR CLEs or other programs.
 - ACC NCR will publicize such programs via its social media accounts, both before and after the program, noting the sponsor and linking and tagging the organization as appropriate.
 - Have a substantive article or news alert published two (2) times during the year in the ACC NCR e-newsletter, distributed weekly by e-mail to our membership. Article will link to sponsor's Web page.
- Ad on the ACC NCR Web site home page, with link to the Sponsor's Web site.
- Prominent listing on ACC NCR Web site as a 2019 Platinum Sponsor of the Chapter, with link to Sponsor's Web site.
- Full-page ad in ACC NCR 2019 Membership Directory.
- \$2,500 of the sponsorship fee shall be used to fund the ACC NCR Corporate Scholars Program scholarships.

At the 15th Annual Corporate Counsel Awards Reception (date to be announced)

- Eight (8) tickets for attendees to the reception
- Half-page ad in the event program
- Prominent listing as a Platinum Sponsor on slide show
- Logo on sponsor poster board
- Half-page ad in supplement in Washington Business Journal for Awards

Other Opportunities and Features

- Two (2) representatives may attend the sponsor appreciation reception with members of the ACC NCR leadership in January 2019.
- Two (2) representatives may attend the Sponsor ROI Discussion with members of the ACC NCR leadership.
- Sponsor will receive periodic updates or reports on its utilization of sponsor benefits and opportunities.
- Two (2) representatives may attend the end-of-year sponsor breakfast or happy hour with members of the ACC NCR leadership in 2019.
- Two (2) representatives may attend an informal social with chapter members and the 2019 Corporate Scholars in 2019.
- Two (2) representatives may attend the June Luncheon Program – The General Counsel Roundtable.
- Eight (8) “tickets” for representatives to attend signature programs during the year.

Gold Sponsorship (\$13,000)

General Features

- Seven (7) Gold Sponsorships expected in 2019.
- CLE and Thought Leadership Opportunities:
 - Participate as a presenter at and/or host of one (1) ACC NCR CLE or other program.
 - ACC NCR will publicize such program via its social media accounts, both before and after the program, noting the sponsor and linking and tagging the organization as appropriate.
 - Have a substantive article or news alert published one (1) time during the year in the ACC NCR e-newsletter, distributed weekly by e-mail to our membership. Article will link to sponsor's Web page.
- Ad on the ACC NCR Web site home page, with link to the Sponsor's Web site.
- Listing on ACC NCR Web site as a 2018 Gold Sponsor of the Chapter, with link to Sponsor's Web site.
- Half-page ad in the ACC NCR 2019 Membership Directory.
- \$2,000 of the sponsorship fee shall be used to fund the ACC NCR Corporate Scholars Program scholarships.

At the 15th Annual Corporate Counsel Awards Reception (date to be announced)

- Six (6) tickets for attendees to the reception
- Quarter-page ad in the event program
- Listing as a Gold Sponsor on slide show
- Logo on sponsor poster board
- Quarter-page ad in supplement in Washington Business Journal for Awards

Other Opportunities and Features

- Two (2) representatives may attend the sponsor appreciation reception with members of the ACC NCR leadership in January 2019.
- Two (2) representatives may attend the Sponsor ROI Discussion with members of the ACC NCR leadership.
- Sponsor will receive periodic updates or reports on its utilization of sponsor benefits and opportunities.
- Two (2) representatives may attend the end-of-year sponsor breakfast or happy hour with members of the ACC NCR leadership in 2019.
- One (1) representative may attend an informal social with chapter members and the 2019 Corporate Scholars in 2019.
- Two (2) representatives may attend the June Luncheon Program – The General Counsel Roundtable.
- Six (6) “tickets” for representatives to attend signature programs during the year.

Silver Sponsorship (\$11,000)

General Features

- Eight (8) Silver Sponsorships expected in 2019.
- CLE and Thought Leadership Opportunities:
 - Participate as a presenter at and/or host of one (1) ACC NCR CLE or other program.
 - ACC NCR will publicize such program via its social media accounts, both before and after the program, noting the sponsor and linking and tagging the organization as appropriate.
- Listing on ACC NCR Web site as a 2018 Silver Sponsor of the Chapter, with link to Sponsor's Web site.
- Quarter-page ad in the ACC NCR 2019 Membership Directory.
- \$1,500 of the sponsorship fee shall be used to fund the ACC NCR Corporate Scholars Program scholarships.

At the 15th Annual Corporate Counsel Awards Reception (date to be announced)

- Five (5) tickets for attendees to the reception
- Logo (large) in the event program
- Listing as a Silver Sponsor on slide show
- Logo on sponsor poster board
- Logo (large) in ad in supplement in Washington Business Journal for Awards

Other Opportunities and Features

- Two (2) representatives may attend the sponsor appreciation reception with members of the ACC NCR leadership in January 2019.
- Two (2) representatives may attend the Sponsor ROI Discussion with members of the ACC NCR leadership.
- Sponsor will receive periodic updates or reports on its utilization of sponsor benefits and opportunities.
- Two (2) representatives may attend the end-of-year sponsor breakfast or happy hour with members of the ACC NCR leadership in 2019.
- One (1) representative may attend an informal social with chapter members and the 2019 Corporate Scholars in 2019.
- Two (2) representatives may attend the June Luncheon Program – The General Counsel Roundtable.
- Four (4) “tickets” for representatives to attend signature programs during the year.

Corporate Counsel Awards Reception Sponsorship (\$10,000)

General Features

- Five (5) Corporate Counsel Awards Reception Sponsorships expected in 2019.
- CLE and Thought Leadership Opportunities:
 - Participate as a presenter at and/or host of one (1) ACC NCR CLE or other program.
 - ACC NCR will publicize such program via its social media accounts, both before and after the program, noting the sponsor and linking and tagging the organization as appropriate.
- Listing on ACC NCR Web site as a 2019 Corporate Counsel Awards Reception Sponsor, with link to Sponsor's Web site.
- Acknowledgement in ACC NCR 2019 Membership Directory as sponsor of the Awards Reception.
- \$1,300 of the sponsorship fee shall be used to fund the ACC NCR Corporate Scholars Program scholarships.

At the 15th Annual Corporate Counsel Awards Reception (date to be announced)

- Five (5) tickets for attendees to the reception
- Logo in the event program as a Reception Sponsor
- Logo as Reception Sponsor on slide show
- Logo on sponsor poster board
- Logo in ad in supplement in Washington Business Journal for Awards
- Recognition on signage at the event as one of the following:
 - Trophies Sponsor
 - Event Program Sponsor
 - Dessert Sponsor
 - Libations Sponsor
 - Event Give-Away Sponsor

Other Opportunities and Features

- Two (2) representatives may attend the sponsor appreciation reception with members of the ACC NCR leadership in January 2019.
- Two (2) representatives may attend the Sponsor ROI Discussion with members of the ACC NCR leadership.
- Sponsor will receive periodic updates or reports on its utilization of sponsor benefits and opportunities.
- Two (2) representatives may attend the end-of-year sponsor breakfast or happy hour with members of the ACC NCR leadership in 2019.
- One (1) representative may attend an informal social with chapter members and the 2019 Corporate Scholars in 2019.
- Two (2) representatives may attend the June Luncheon Program – The General Counsel Roundtable.
- Two (2) “tickets” for representatives to attend signature programs during the year.

Bronze Sponsorship (\$9,000)

General Features

- Twelve (12) Bronze Sponsorships expected in 2019.
- CLE and Thought Leadership Opportunities:
 - Participate as a presenter at and/or host of one (1) ACC NCR CLE or other program.
 - ACC NCR will publicize such program via its social media accounts, both before and after the program, noting the sponsor and linking and tagging the organization as appropriate.
- Listing on ACC NCR Web site as a 2019 Bronze Sponsor of the Chapter, with link to Sponsor's Web site.
- Acknowledgement of Bronze Sponsorship in the ACC NCR 2019 Membership Directory.
- \$1,300 of the sponsorship fee shall be used to fund the ACC NCR Corporate Scholars Program scholarships.

At the 15th Annual Corporate Counsel Awards Reception (date to be announced)

- Four (4) tickets for attendees to the reception
- Logo (small) in the event program
- Logo as Bronze Sponsor on slide show
- Logo on sponsor poster board
- Logo (small) in ad in supplement in Washington Business Journal for Awards

Other Opportunities and Features

- Two (2) representatives may attend the sponsor appreciation reception with members of the ACC NCR leadership in January 2019.
- Two (2) representatives may attend the Sponsor ROI Discussion with members of the ACC NCR leadership.
- Sponsor will receive periodic updates or reports on its utilization of sponsor benefits and opportunities.
- Two (2) representatives may attend the end-of-year sponsor breakfast or happy hour with members of the ACC NCR leadership in 2019.
- One (1) representative may attend an informal social with chapter members and the 2019 Corporate Scholars in 2019.
- Two (2) representatives may attend the June Luncheon Program – The General Counsel Forum.
- Two (2) “tickets” for representatives to attend signature programs during the year.

Business Partner Sponsorship (\$7,500)

Note: This category is for non-law firm organizations that are interested in getting to know our chapter and members through attending events, but are either not interested in or not ready to provide CLE programming.

General Features

- Six (6) Business Partner Sponsorships expected in 2019.
- Listing on ACC NCR Web site as a 2019 Business Partner Sponsor of the Chapter, with link to Sponsor's Web site.
- Acknowledgement of Business Partner Sponsorship in the ACC NCR 2019 Membership Directory.
- \$1,000 of the sponsorship fee shall be used to fund the ACC NCR Corporate Scholars Program scholarships.

At the 15th Annual Corporate Counsel Awards Reception (date to be announced)

- Two (2) tickets for attendees to the reception
- Logo (small) in the event program
- Logo as Business Partner Sponsor on slide show
- Logo on sponsor poster board
- Logo (small) in ad in supplement in Washington Business Journal for Awards

Other Opportunities and Features

- Two (2) representatives may attend the sponsor appreciation reception with members of the ACC NCR leadership in January 2019.
- Two (2) representatives may attend the Sponsor ROI Discussion with members of the ACC NCR leadership.
- Sponsor will receive periodic updates or reports on its utilization of sponsor benefits and opportunities.
- Two (2) representatives may attend the end-of-year sponsor breakfast or happy hour with members of the ACC NCR leadership in 2019.
- One (1) representative may attend an informal social with chapter members and the 2019 Corporate Scholars in 2019.
- Two (2) representatives may attend the June Luncheon Program – The General Counsel Roundtable.
- Two (2) “tickets” for representatives to attend each signature program during the year.

Professional Growth Partner (\$5,000)

Note: This category is open only to firms that specialize in attorney staffing, career counseling and professional development skills, and/or attorney search/placement.

Professional Growth Partners have become a critical component of the ACC NCR community. In recognition of their input, influence, and engagement, we have made a number of changes for 2019.

General Features

- CLE and Thought Leadership Opportunities:
 - Participate as a presenter at one (1) ACC NCR program on a career or professional development, women's and/or diversity topic.
 - Have a substantive article or news alert published one (1) time during the year in the ACC NCR e-newsletter, distributed weekly by e-mail to our membership. Article will be linked to sponsor's Web page.
 - ACC NCR will work with our Professional Growth Partners to provide other opportunities to share their thought-leadership with our membership.
- Logo in ACC NCR 2018 Membership Directory
- Listing on the ACC NCR Web site for the Career Development Forum (<http://www.acc.com/chapters/ncr/Career-Development.cfm>) with a link to the firm's Web page, and contact information for the firm's local point(s) of contact.

At the 15th Annual Corporate Counsel Awards Reception (date to be announced)

- Two (2) tickets for attendees to the reception.
 - Professional Growth Partners may buy an additional two tickets to the reception.
- Logo in the event program.

Other Opportunities and Features

- Two (2) representatives may attend the sponsor appreciation reception with members of the ACC NCR leadership in January 2019.
- Two (2) representatives may attend the end-of-year sponsor breakfast or happy hour with members of the ACC NCR leadership in 2019.
- Two (2) representatives may attend the ACC NCR 2018 Annual Meeting and January Luncheon Program.
- One (1) representative may attend an informal social with chapter members and the 2019 Corporate Scholars in 2019.
- Two (2) representatives may attend the ACC NCR June 2019 Luncheon Program – The General Counsel Roundtable.
- Other opportunities for Professional Growth Partners to attend events will be announced.

Sponsorships for the ACC NCR Leadership Academy

Over the span of two and a half years, ACC NCR developed the Leadership Academy to address the unique leadership challenges and opportunities available to in-house counsel. The Academy, launched in September 2017, provides the tools and skills in-house attorneys need to optimize their leadership potential and succeed at the highest levels of their organizations. The first Academy Class graduated in May 2018, and the second Academy Class began its journey in September 2018.

The Academy consists of eight faculty-led sessions taking place over a nine-month period:

- Module 1 - Authentic Leadership and Personal Brand; Emotional Intelligence and Executive Presence
- Module 2 - Interpersonal Communication
- Module 3 - Developing and Leading a High Performing Team
- Module 4 - Creating Organizational Vision and Inspiring Stakeholders; Leading and Managing Change
- Module 5 - Managing Difficult Conversations; Influencing Stakeholders
- Module 6 - Problem Solving and Decision Making
- Module 7 - Presentation Skills
- Module 8 - My Journey Toward Leadership Mastery

Each class of 30 distinguished in-house counsel – known as Fellows – is chosen through a selective application process. The Fellows participate in a highly interactive learning environment, both in the classroom and working, both inside and outside of the classroom, with a smaller cohort.

Nationally recognized faculty teach the Academy sessions. The faculty members were selected because of their expertise and ability to translate concepts into the practical takeaways that in-house counsel need.

The Academy is guided by a Board of Advisors, which is comprised of chief legal officers and senior lawyers from a broad array of companies and organizations across the National Capital Region. The Board members are deeply committed to helping advance the next generation of in-house leaders. Board members interface directly with the Academy faculty to help ensure that each session delivers the tools and insights critical to in-house counsel leadership and at least one Board member attends each Academy session. Members of the Board of Advisors also participate in various Academy events and interact with the Fellows.

The Leadership Academy Sponsorships provide ways for your firm or company to support this valuable program, and interact with the Fellows, faculty, and members of the Board of Advisors.

Leadership Academy Champion Sponsorship (\$14,000)

General Features

- Two (2) Leadership Academy Champion Sponsorships expected in 2019.
- CLE and Thought Leadership Opportunities:
 - Participate as a presenter at and/or host of one (1) ACC NCR CLE or other program.
 - ACC NCR will publicize such program via its social media accounts, both before and after the program, noting the sponsor and linking and tagging the organization as appropriate.
- Ad on the ACC NCR Web site home page, with link to the Sponsor's Web site.
- Quarter-page ad in the ACC NCR 2019 Membership Directory.
- \$2,000 of the sponsorship fee shall be used to fund the ACC NCR Corporate Scholars Program scholarships.
- Acknowledgement on the Leadership Academy website
 - Large logo on home page with link to sponsor's website

Opportunities to Engage with the Leadership Academy Program

- Host either the opening two-day session (Sept. 2019) or the closing one-day session (May 2019) of the Academy. Up to five (5) representatives of the sponsor may attend the breakfast and lunch during the program day.
- Up to ten (10) representatives of the sponsor may attend the cocktail reception at the end of the session.
- Hosting involves providing space for the session and cocktail reception that follows.
- Also, Sponsor is responsible for all expenses for refreshments throughout the day (breakfast and lunch food and beverages; continuous coffee, soft drinks), and during the reception.

At the 15th Annual Corporate Counsel Awards Reception (date to be announced)

- Six (6) tickets for attendees to the reception
- Quarter-page ad in the event program
- Listing as a Leadership Academy Champion Sponsor on slide show
- Logo on sponsor poster board
- Quarter-page ad in supplement in Washington Business Journal for Awards

Other Opportunities and Features

- Two (2) representatives may attend the January 2019 sponsor appreciation reception with members of the ACC NCR leadership.
- Two (2) representatives may attend the end-of-year sponsor breakfast or happy hour with members of the ACC NCR leadership in 2019.
- Sponsor will receive periodic updates or reports on its utilization of sponsor benefits and opportunities.
- Two (2) representatives may attend the January 2019 Annual Meeting and Luncheon.
- One (1) representative may attend an informal social with chapter members and the 2019 Corporate Scholars in 2019.
- Two (2) representatives may attend the June 2019 Luncheon Program – The General Counsel Roundtable.
- Four (4) “tickets” for representatives to attend signature programs during the year.

Leadership Academy Host Sponsorship (\$3,000)
– Add-on to an annual Sponsorship Level

General Features

- Only six (6) Host sponsorships are available in 2019. These opportunities are available as “add-ons” for 2019 ACC NCR Sponsors only.
- Acknowledgement on the Leadership Academy website
 - Logo on home page with link to sponsor’s website

Opportunities to Engage with the Leadership Academy Program

- Host a session of the Academy program.
 - Hosting involves providing space for the session, as well as breakfast and lunch food and beverages, and refreshments throughout the day (coffee, soft drinks).
 - Up to four (4) representatives of the sponsor may attend the breakfast and lunch during the program day.
- At the end of the day, Host sponsor may hold a happy hour for Fellows, faculty and Board of Advisors member(s) to network with representatives of the sponsor. Sponsor is responsible for all expenses for refreshments provided at the happy hour.

Dates for hosting:

- Friday, January 11, 2019 - Creating Organizational Vision and Inspiring Stakeholders; Leading and Managing Change, taught by Dana Galin
- Friday, February 8, 2019 - Managing Difficult Conversations; Influencing Stakeholders, taught by Smruti Patel
- Friday, March 8, 2019 - Problem Solving and Decision Making, taught by Chris Long
- Thursday, April 11, 2019 - Presentation Skills, taught by Jeanine Turner
- October 2019 - Interpersonal Communication
- November 2019 - Developing and Leading a High Performing Team

NEW IN 2019 --

**Social, Community-Based, and Greater Virginia CLE Program Host Sponsorship
(\$2,500 – Add-on to a Sponsorship Level OR
\$4,000 – New Sponsor Standalone Sponsorship)**

Features

- **These Host sponsorships are available as optional “add-ons” in 2019 first to organizations selected as 2019 ACC NCR Sponsors, and then to new sponsors as a stand-alone sponsorship opportunity.**
- Opportunities for 2019 are:
 - 10 – Forum Social Events (one for each of the 10 Forums)
 - 8 – Affinity Events (e.g., Young Lawyers; LGBTQ+)
 - 6 – CLE Programs in Greater Virginia
 - 6 – Pro Bono or Community Service Events
 - 4 – Diversity Initiative Events
 - 2 – Roundtable Dinners (i.e., President’s; Corporate Counsel Award Honorees)
 - 1 – CLO Club Reception
- As with all sponsored events, Host sponsors will work with ACC NCR volunteer leaders and staff to schedule and develop the event or program and will be responsible for out-of-pocket costs associated with the event (e.g., refreshments).
- Host sponsorships offer an exclusive opportunity to network with ACC NCR members and will be open only to members, in-house guests, and limited number of sponsor representatives (the greater of three (3) representatives or 20 percent of registrants).
- There are no additional benefits with this sponsorship, except that sponsors who are not otherwise 2019 ACC NCR level sponsors will be listed in the 2019 Membership Directory as Host Sponsors and may purchase two tickets to the 15th Annual Corporate Counsel Awards Reception (date to be determined).

Sponsorship Benefits - Details

The benefits included in each of the 2019 Sponsorship Program levels provide visibility for our sponsors and recognition of the valuable support that sponsors provide to ACC NCR. This section will explain those benefits:

CLE and Thought-Leadership Opportunities: Among the most-valued aspects of this Program are the opportunities sponsors have to demonstrate their expertise by developing content for ACC NCR that will help our members do their jobs better and smarter. That content may be in the form of a CLE program or a news alert or article on a legal issue.

CLEs:

- Each year, ACC NCR puts on more than 80 CLEs, most of which provide Virginia Bar MCLE credit. ACC NCR prides itself on providing programs on cutting-edge topics and practical approaches that are of special value to in-house counsel. Programs are held in all the jurisdictions that we serve (D.C., the Commonwealth of Virginia, and suburban Maryland). Many of our programs are provided both “live” and by distance-learning methods (Web seminar or teleconference) to ensure easy accessibility for our membership.
- We have a number of different program formats:
 - **Signature Luncheons** are on a topic of broad interest to our membership, featuring a notable speaker or a high-level panel.
 - We also hold **CLE Seminars** on topics of more focused interest. Many of these are presented under the auspices of our specialty substantive committees – the **ACC NCR Forums**. Often, these are presented with the option of participating on-site or by web seminar.
 - In recent years, we have had success with **CLE Conferences and Boot Camps**, half-day or day-long programs consisting of several sessions. Examples of these conferences in 2018 include:
 - High-Tech and Innovation Conference
 - The Internet of Things (IoT): Cybersecurity, Privacy, and IP Issues
 - Children's Privacy: Interpreting COPPA and Ed Tech in a Data-Driven Era
 - Artificial Intelligence: The Evolving Legal Landscape and Ethical Implications
 - Employment Litigation Boot Camp:
 - Capitalizing on an Employer’s Missteps: What a Plaintiff’s Lawyer Looks for When Your Fired Worker Walks in the Door
 - The Demand Letter Hits Your Desk: Now What?
 - The Suit Has Been Filed: What Can I Do to Manage Expectations and Successfully Resolve the Case?
 - Boot Camp on the GC’s Role in Bid Proposals:
 - Adding Value to Your Company's Complex Proposals in Response to Government RFPs.
 - Protest Strategies: The GovCon Guide to What, When, Where and Why to Protest.
 - Corporate Governance Half-Day Conference
 - New Legal Developments in Corporate Governance

- Planning for the Unknown: Preparing Your Board to Handle a Company Crisis
- Evolving Role of the Corporate Secretary - 101, 201, and Current Hot Issues
- **Roundtables and Workshops** allow attendees to share best-practices or brainstorm creative solutions to problems, or work on problem sets to learn a skill.
- Appendix 2 provides an illustrative list of CLEs that ACC NCR presented from January through September 2018, with examples of each of these types of programs.

NEWS ALERTS:

- We also provide opportunities for sponsors at certain levels to share written updates and analyses with our members.
 - **ACC NCR E-Newsletter:** ACC NCR publishes a weekly e-newsletter providing updates on programs, events, and other items of interest to our members. The Diamond, Emerald, Platinum, and Gold sponsorship levels include publication of a substantive article or client alert in our e-newsletter with a link from the article to the sponsor's home page. (Schedule set by ACC NCR.)

Other Ways To Get To Know ACC NCR Members Through Your Sponsorship: The Program also provides a variety of ways for our sponsors to get to meet and develop relationships with ACC NCR members:

ACC NCR CORPORATE COUNSEL AWARDS RECEPTION: ACC NCR's annual reception for in-house counsel and sponsors is the premier networking event for in-house counsel in the region. At this event, we present the Corporate Counsel Awards to celebrate the accomplishments and contributions of the in-house bar and recognize some of the best in-house lawyers and legal departments in our region. The reception attracts attendees from the in-house, legal, and business communities, and is designed to maximize opportunities for networking. Each sponsorship category includes a number of tickets for attendees to the reception, as well as inclusion in the various sponsor recognition features we produce in conjunction with the Reception. **Date for the 2019 Reception – to be determined.**

GENERAL COUNSELROUNDTABLE LUNCHEON: Each June, ACC NCR brings together a panel of three to five General Counsel from leading companies and organizations, representing a variety of industries, sizes of companies, and sizes of departments, for a roundtable discussion. In recent years, the panel has discussed leading and managing transformation, career paths, the role that legal plays in getting the organization's business accomplished, crisis management, and common ethical issues. The discussion is always candid, and both in-house and outside counsel value the insights provided. All annual sponsorship categories provide two tickets to this luncheon program. This is also one of our best-attended luncheon programs, which means you get valuable networking opportunities. The luncheon will take place in June 2019.

SIGNATURE LUNCHEON TICKETS: In order to provide our sponsors with additional opportunities to network with our members, we have provided each sponsorship level with a certain number of virtual "tickets" that can be used during the year to send representatives to our ACC NCR signature programs. Each ticket may be used only one time, for one person.

HOSTING A MEMBER-DRIVEN PROGRAM: From time to time, a Forum may hold a roundtable discussion among members, allowing for sharing of concerns, brainstorming approaches, or such. Sponsors who provide space and lunch for these “member-driven” programs will be able to have a few representatives in the room to hear our members’ perspectives and engage with them informally.

SPONSOR APPRECIATION EVENTS: In 2019, we will hold two such events for sponsorship representatives to meet and network with ACC NCR leaders. We will begin the year with an informal reception and close out the year with a breakfast or happy hour.

SPONSOR ROI: Since 2015, ACC NCR leaders have held annual meetings with marketing and business development personnel from sponsor firms to discuss how we can help our sponsor firms build relationships with ACC NCR members as part of their sponsorships. Those attending found the events very helpful, and we will have another, similar event to continue this dialogue with our sponsors in 2019. The 2018 event examined how we can help our sponsor firms prepare their associates to be good relationship partners with their in-house counsel clients. In 2019, we plan to hold follow-on events for attorneys from our sponsor firms to meet with ACC NCR leaders and members to build on those discussions, and would welcome your suggestions on how to structure these events. In addition, each sponsor will receive periodic updates or reports summarizing its utilization of sponsorship benefits and opportunities, to help you better track the progress of the year.

INFORMAL SOCIAL: Sponsor levels that contribute to the Corporate Scholars Program will be able to send representatives to an informal social that ACC NCR will host for its members and the Corporate Scholars in 2019.

Recognition Items:

ACC NCR Web Page: ACC NCR’s Web page includes “banner” advertisements on its home page for certain categories of sponsors. In addition, there is a general “Sponsors” page that lists all sponsors, with a link to each sponsor’s Web page.

ACC NCR Directory: Each year, ACC NCR publishes a membership directory with listings of all ACC NCR volunteer leaders, a guide to ACC NCR and ACC benefits, an alphabetical listing of all chapter members, and a listing of members by employer. The directory is an electronic document, set up like a “book”, that members will be able to download. (A small number of hard-copies are printed and provided to any member who specifically requests one.) The directory is a resource that members retain and refer to all year long. All sponsors get either an advertisement or other acknowledgement in the directory. (Note: We cannot provide a copy of the directory to sponsors because it contains proprietary membership data. This is a strict policy set forth by ACC.)

Supporting Diversity – The ACC NCR Corporate Scholars Program: ACC NCR created the Corporate Scholars Program in 2004 to expose students from the law schools in our area to in-house practice as a career option and develop a “diversity pipeline” of future in-house lawyers. Students chosen for the program hold paid internships in the legal departments of chapter-member organizations. So far, more than 100 students have been Scholars. Initially, seed money for the program came from grants from the Minority Corporate Counsel Association. Most levels of sponsorship include an amount that ACC NCR then remits to the charitable foundation that funds the scholarships, allowing our sponsors to play a role in this important program.

Appendix 1:

2018 ACC NCR LEADERS

Officers:

President:	Navid C. Haghighi, Verizon
President-elect:	James Villa, Hensoldt, Inc.
Vice President/Programs:	Gregory Watchman, Freddie Mac
Secretary:	Mary Jane Saunders, Beer Institute, Inc.
Treasurer:	Heather French, Ares Management LLC
Past President:	Afsaneh A. Ambrose, Acumen Solutions Inc.

Board of Directors:

Constantine Athanas, James G. Davis Construction Corporation
Thomas Cluderay, Yellowstone Forever
Diane Ennist, Carey International, Inc.
Evan Farber, Attorney
Darryl Franklin, HMSHost Corporation
Tamara Jack, LMI
Kindra Kirkeby, NewMarket Corporation
Rhonda Lees, American Bankers Association
Mona Mahoney, M&T Realty Capital Corporation
Andrea Shandell, Gannett Co., Inc.
Steve Sherman, BSI Group
Zachary Stewart, Serco, Inc.

Forum Chairs and Initiative Leaders:

Career Development Forum:

- Susan Borke, Attorney
- Cindy Boyle, Willis Towers Watson
- Shaneequa Brooks, Willis Towers Watson
- Samantha Guo, OriGene Technologies, Inc.
- Sarah Shyr, Under Armour, Inc.
- Steve Tibbets, CA Technologies
- Kathee Troy, Attorney

Corporate Law Forum:

- Brent Cotton, CSRA, Integrated Solutions & Services - North America
- Doug Cox, General Dynamics Mission Systems
- Shawn Haque, Cognizant
- Joanne Kelly, Oath, Inc.

- Joe Turitz, EchoStar Corporation
- Nick Wittich, EchoStar Corporation

Corporate Scholars Program:

- Brandon Fitzgerald, UNCF
- Diane Ennist, Carey International Inc.
- Kindra Kirkeby, NewMarket Services Corp.

Diversity Programming Initiative:

- Roberta Aronson, National Rural Utilities Cooperative Finance Corporation
- Michael Jimenez, WorldAware
- Kathi Westcott, The Pew Charitable Trusts
- Mark Yeboah, Nasdaq, Inc.

Employment and Labor Forum:

- Rebecca Clar, Hilton
- Darryl Franklin, HMSHost Corporation
- Joel Gulick, Ares Management LLC
- Aisha Jorge Massengill, Under Armour, Inc
- Ellen Rice, Pivotal Software
- Andrew Sakallaris, LMI
- Zack Stewart, Serco Inc.

Global Issues Forum:

- Charlotte Bernard, Lotame Solutions, Inc.
- Matt Bester, Accenture, LLP
- Bruce Henoach, Hiber
- Eric Sidle, Cvent, Inc.
- Gang Xu, Attorney

Government Contractors Forum:

- Matt Dost, Allied Associates International, Inc.
- Kevin Joyce, Adobe Systems Inc.
- Joelle Laszio, Vencore, Inc.
- Annejanette Pickens, General Dynamics Mission Systems
- Jim Winner, Peraton

Litigation Forum:

- Todd Braunstein, Willis Towers Watson
- Kristin Herber, Under Armour, Inc.
- Pete Patterson, Toyota Motor North America
- Syeda Raza, HMSHost Corporation
- Virginia Robinson, DynCorp International LLC
- Scott Walker, Freddie Mac

Non-Profits and Associations Forum:

- Thomas Cluderay, Yellowstone Forever
- Denise Gold, Associated General Contractors of America

- Susan Hamsher, The Nature Conservancy
- Kate Karl, The Humane Society of the United States
- Rhonda Lees, American Bankers Association
- Jesse Raben, The Common Application

Privacy and Data Security Forum:

- Michelle Beistle, Unisys Corporation
- Cecilia Boudreau, Association of American Medical Colleges
- Jessica Geller, Blackboard, Inc.
- Hilary Hageman, SAIC
- Amelia Hukoveh, SAP America, Inc.
- Abby Kortz, HMSHost Corporation
- Dori Anne Kuchinsky, Oath, Inc.
- Ilona Korzha Levine, OVH US
- Toké Vandervoort, Under Armour, Inc.

Small Law Department Forum:

- Troy Cahill, Lasership, Inc.
- Patrick Samsel, Fors Marsh Group
- Steve Sherman, BSI Group

Technology and IP Forum:

- David Beck, Viavi Solutions, Inc.
- Beverly Chang, BSA - The Software Alliance
- Bob Gurwin, Oath, Inc.
- Laura Jones, Avaya Inc.
- Joe McNamara, Nasdaq, Inc.
- Kevin Minsky, Booz Allen Hamilton
- Zoe Sharp, Optoro, Inc.

Staff:

Executive Director: Shannon Graving

Senior Director: Ilene Reid

Director of Programming: Stephanie Minkoff

Director for Legal Education: Kasha Hunt

Director of Greater Virginia: Frost Telegadas

Assistant Director: Pamm McNeil

Programs Assistant: Beth McConnell

Appendix 2:

ACC NCR PROGRAM HIGHLIGHTS January through September 2018

A sampling of the high-level CLEs that ACC NCR has presented, many in collaboration with our sponsors.

1. **January 2018 Government Contractors Forum with the Interagency Ethics Council: GOT A TRICKY CONTRACTOR/GOVERNMENT ETHICS ISSUE?** Panelists include: Jeffrey Green, Dani Irvine, and Scott Thompson, Senior Attorneys with DoD's Standards of Conduct Office; Stuart Bender, Director, USDA Office of Ethics; Thomas Serrano, Associate General Counsel of Defense Human Resources Activity; and Steve Epstein, Chief Counsel Ethics & Compliance, The Boeing Company.
2. **January 2018 ACC NCR: ELECTION YEAR POLITICAL ACTIVITY: UNDERSTANDING THE LEGAL RISKS AND STRATEGIC OPPORTUNITIES.** Presented by Jim Kahl of Whiteford Taylor & Preston LLP and Nancy A. Bukar, Vice President, Government Affairs & Assistant General Counsel of Sodexo.
3. **January 2018 Corporate Law Forum: ESSENTIAL CORPORATE LAW KNOWLEDGE FOR NEW OR ASPIRING GCS.** Presented by Tom Knox of Morrison & Foerster LLP; Joseph Turitz, VP & Associate General Counsel of EchoStar Corporation; Amy Steacy, Deputy GC, Customink; and Kate Scavello, Deputy GC of Alarm.com.
4. **January 2018 Privacy and Data Security Forum: UPDATES IN PRIVACY AND DATA SECURITY FROM 2017 AND HOW TO PREPARE FOR THE YEAR AHEAD.** Presented by Jim Halpert and Jennifer Kashatus of DLA Piper; and Ilona Korzha, Counsel, Sprint Corporation.
5. **January 2018 Nonprofits and Associations Forum: EXEMPT ORGANIZATIONS (2017) YEAR IN REVIEW.** Presented by Alexander L. Reid and Kimberly Eney of Morgan, Lewis & Bockius LLP; Mary Elizabeth Cisneros, Vice President & Deputy General Counsel, American Red Cross; and Jesse Raben, Associate General Counsel, American Psychological Association. Moderated by Thomas Cluderay, General Counsel, Yellowstone Forever.
6. **January 2018 Technology and IP Forum: HOW BLOCKCHAIN TECHNOLOGY IS REVOLUTIONIZING BUSINESS AND THE LAW.** Presented by Scott Kimpel, Tyler Maddry and Mayme Beth Donohue of Hunton & Williams; and Joseph McNamara, Intellectual Property Counsel at Nasdaq, Inc.
7. **January 2018 Signature Luncheon and Annual Meeting: BUILDING RESILIENCE AND GRIT: HOW HIGH-ACHIEVING LAWYERS CAN MANAGE WORK CHALLENGES -AND THRIVE.** Presented by Anne Brafford, Founder, Aspire Legal.
8. **January 2018 Career Development Forum: SERVING ON A NONPROFIT BOARD – PANEL AND FAIR.** Panel: Nancy Palermo, Esq. of Garrison & Sisson; and panelists from non-profits Boards.
9. **January 2018 Employment and Labor Forum: THE 2017 EMPLOYMENT LAW YEAR IN REVIEW – ‘A YEAR IN REVIEW.’** Presented by John Remy and Jeremy Schneider of Jackson Lewis and Marianne Hogan, Corporate Counsel - Employment at Marriott International.
10. **February 2018 Government Contractors Forum: DFARS CYBERSECURITY FOR 2018 & BEYOND.** Presented by Gunjan Talati of Kilpatrick Townsend & Stockton LLP; Vicki Michetti, the Director of the Defense Industrial Base (DIB) Cyber Security (DIB CS) Program office, under the DoD Chief Information Officer; Mary Thomas a program analyst for the Director of Defense Procurement and Acquisition Policy (DPAP), in the Office of the Under Secretary of Defense

- (Acquisition, Technology and Logistics); and Sandeep Kathuria, Senior Counsel at Northrop Grumman Information Systems.
11. **February 2018 Global Issues Forum: IMMIGRATION COMPLIANCE LIABILITY IN THE TRUMP ERA – STRATEGIES TO IDENTIFY AND MITIGATE RISK.** Presented by Andrew Greenfield and Carl Hampe of Fragomen, Del Rey, Bernsen & Loewy, LLP; and Jacquenette Helmes, Vice President and Associate General Counsel, CGI.
 12. **February 2018 Career Development Forum: NEXT-LEVEL LINKEDIN: ADVANCED STRATEGIES TO ACHIEVE YOUR CAREER GOALS.** Presented by Debbie Tang, Partner of Bridge Partners LLC; Sheena Gill, CAO, SVP & General Counsel from Altarum; Shauna Bryce, founder of Bryce Legal Career Counsel; and Audrey Jean, Corporate Counsel and Director at Bloomberg BNA.
 13. **February 2018 Litigation and Global Issues Forums: PRIVILEGED AND CONFIDENTIAL – IT’S MORE THAN JUST A HEADER.** Presented by Gregory S. Jacobs and Noam B. Fischman of Polsinelli PC; and Chris Tierney, Senior Legal Counsel at Bechtel Corporation.
 14. **February 2018 Technology and IP Forum: MINIMIZING POTENTIAL LIABILITY FOR IP INFRINGEMENT – LEGAL ISSUES AND PRACTICAL TIPS.** Presented by George Beck and Norm Rich of Foley & Lardner; and Shaun Snader, Vice-President and Associate General Counsel, United Therapeutics.
 15. **February 2018 Corporate Law Forum: IS YOUR ORGANIZATION’S ANTITRUST COMPLIANCE STRATEGY IN SYNC WITH ITS RISK?** Presented by John Snyder of Alston & Bird LLP; David Wheeler, Senior In-House Attorney of Business Development & Antitrust Legal Counsel at Verizon; and Michelle Rindone, Acting Director of Criminal Enforcement in the U.S. Department of Justice’s Antitrust Division
 16. **February 2018 Employment and Labor Forum: BIG DATA IN EMPLOYMENT – BALANCING BIG OPPORTUNITIES WITH POTENTIALLY BIG RISKS.** Presented by Kris Meade of Crowell & Moring LLP; Hope Katz, Senior Employment Counsel, Accenture; and Eric Dunleavy, PhD., Principal Director of DCI Consulting Corp.
 17. **March 2018 Employment and Labor Forum: PAY EQUITY AND TRANSPARENCY – LEGISLATIVE EFFORTS TO ‘LEVEL THE PLAYING FIELD’ FOR WOMEN AT THE FEDERAL, STATE, AND LOCAL LEVEL.** Presented by Connie Bertram of Proskauer Rose LLP; Melissa Dulski, Senior Director Litigation and Compliance, AvalonBay Communities; Lance Foreman, Partner, Global Human Resources Services at PwC; and Daniel Trisdorfer, Human Resources Consultant at PwC.
 18. **March 2018 Privacy and Data Security Forum: GDPR READINESS CHECK AND WAYS TO JUMPSTART YOUR COMPLIANCE.** Presented by Robin Campbell of Squire Patton Boggs; Michelle Beistle, Counsel and Chief Compliance Officer, Unisys Corporation; Jessica Geller, Counsel, Blackboard, Inc.; and Charlotte Bernard, Corporate Counsel, Lotame Solutions Inc.
 19. **March 2018 Nonprofits and Associations Forum: GOOD TO KNOW – BASICS AND MORE OF PUBLISHING IN THE NONPROFIT WORLD.** Presented by John Stewart, David Ervin and Ann M. Mace of Crowell & Moring LLP; and David Smorodin, Assistant General Counsel, American Chemical Society.
 20. **March 2018 Technology and IP Forum: TECHNOLOGY AGREEMENTS – STAYING AHEAD OF THE CURVE WITH CHECKLISTS AND PRACTICE POINTERS FOR NUMEROUS IMPORTANT ISSUES.** Presented by Alan Fishel of Arent Fox LLP and Bob Gurwin, Vice President & Chief Counsel, Oath Inc.
 21. **March 2018 Corporate Law Forum: NAVIGATING U.S. TAX REFORM – WHAT YOU NEED TO KNOW.** Presented by Barton Bassett, Joshua Brady, Jennifer Breen, and Alexander Reid of Morgan Lewis & Bockius LLP; and Ian Ross, Director of International Tax, SPX FLOW, Inc.

22. **March 2018 Global Issues Forum: IDENTIFYING AND MITIGATING REGULATORY AND REPUTATIONAL RISK IN YOUR SUPPLY CHAIN.** Presented by Dan Feldman, Christian Davis and Suzanne Kane of Akin Gump Strauss Hauer & Feld LLP; and an in-house panelist.
23. **April 2018 Litigation Forum: WHISTLEBLOWER DEVELOPMENTS 2018.** Presented by Jason Schwartz, co-chair of Gibson Dunn's Labor & Employment Practice Group and co-author (along with Katz, Marshall & Banks partner Lisa Banks) of the Whistleblower Law treatise published by Law Journal Press; David Marshall, a founding partner of top plaintiff-side firm Katz, Marshall & Banks; and Todd Braunstein, Head of Legal Investigations for Willis Towers Watson.
24. **April 2018 Corporate Law Forum: IT'S TIME FOR CORPORATE COUNSEL TO GET SMART ON CRIME.** Presented by Kristin Koehler and Fiona Philips, Partners at Sidley Austin LLP; Maria Gonzales Calvet, Executive Counsel, Global Investigations, GE Energy Management and GE Latin America; and Lewis Rhodes, Director of Contract Management & Compliance at Valiant Integrated Services.
25. **April 2018 Career Development Forum and Small Law Department: LEADING FROM THE LEGAL PERCH: A DIVERSITY OF PERSPECTIVES.** Presented by Charlotte Bernard, Corporate Counsel, Lotame Solutions Inc.; Cynthia Boyle, General Counsel, Employment-Willis Towers Watson; Patrick Samsel, Corporate Counsel & Senior Contracts Manager, Fors Marsh Corp.; and Gregory Watchman, Managing Associate General Counsel-Employment Law and Employee Relations, Freddie Mac. Moderated by: Lisa B. Horowitz, JD, MSOD, Founder and Chief Strategist, Attorney Talent Strategy Group, LLC.
26. **April 2018 Government Contractors Forum: LOBBYING DO'S AND DON'T'S FOR GOVERNMENT CONTRACTORS: OUR UNIQUE REGULATORY ENVIRONMENT.** Presented by: Caleb P. Burns, Partner, Election Law and Government Ethics Practice, Wiley Rein LLP; George E. Petel, Associate, Government Contracts Practice, CPA, Wiley Rein LLP; Suzette Derrevere, Chief Counsel- Bid Protests and Government Audits, The Boeing Company; and, Jade Toteman, Senior Counsel, Litigation and Cost Policy at The Boeing Company.
27. **April 2018 Nonprofits and Associations Forum: MAXIMIZING IMPACT THROUGH VOLUNTEERS AND INTERNS, WHILE MINIMIZING ASSOCIATED RISKS.** Presented by Jim Kahl and Jennifer Jackman, Partners of Whiteford Taylor Preston, LLP; and Rhonda Lees, Senior Counsel, American Bankers Association.
28. **April 2018 Employment and Labor Forum: GET READY BEFORE YOUR EMPLOYEE'S NEXT POST GOES VIRAL: BEST PRACTICES FOR HANDLING SOCIAL MEDIA ISSUES FROM RECRUITMENT TO TERMINATION.** Presented by Michael Murphy, Christopher Humber and James Murphy, Shareholders with Ogletree, Deakins, Nash, Smoak & Stewart, P.C.
29. **April 2018 Global Issues Forum: FUNDAMENTAL BLOCKING & TACKLING OF INTERNATIONAL M&A: EXPANDING BY CROSS-BORDER ACQUISITION.** Presented by John Gambaccini, Partner in Corporate Securities, Todd Harris, Partner in Intellectual Property, and Simon Watts, Partner in Corporate Securities, Womble Bond Dickinson; Matthew Bester, Director of Competition Law and Senior Director of Government Procurement Compliance, Accenture; and Marc Lim, Managing Director, Anderson Tax.
30. **April 2018 Privacy and Data Security Forum: HIGH-TECH AND INNOVATION CONFERENCE.** Session 1: **The Internet of Things (IoT): Cybersecurity, Privacy, and IP Issues**, Presented by Tom Jarvis, Partner and ITC Practice Chair at Winston & Strawn; David Bodenheimer, Partner and Chair, ABA Section of Science & Technology Law at Crowell & Moring; and Chris Dunston, Director of Licensing, Ericsson. Session 2: **Children's Privacy: Interpreting COPPA and Ed Tech in a Data-Driven Era**, Presented by Alysa Hutnik, Partner at Kelley Drye & Warren LLP; and Ryan Brown, Corporate Counsel for Global Operations for Rosetta Stone Ltd. Session 3: **Artificial Intelligence: The Evolving Legal Landscape and**

- Ethical Implications**, Presented by Mark Brennan and Randy Segal, Partners at Hogan Lovells LLP; Amelia Hukoveh, Legal Director of SAP America, Inc.; and Hemant Pathak, Assistant General Counsel – Microsoft.
31. **May 2018 In Richmond: STAYING CURRENT – NEW ISSUES IN CORPORATE LAW AND GOVERNANCE.** Presented by Allen Goolsby and Steve Haas of Hunton Andrews Kurth LLP; and Carlos M. Brown, Vice President and General Counsel at Dominion Energy, Inc.
 32. **May 2018 Government Contractors Forum: HOT TOPICS IN GOVERNMENT CONTRACTS MERGERS, ACQUISITIONS, AND TRANSACTIONS.** Presented by Addie Cliffe and Peter Eyre, Partners with Crowell & Moring; Eun Ah Choi, Corporate Counsel, Mergers & Acquisitions with Northrop Grumman Corporation; Edward Harrison, Director and Assistant General Counsel with Huntington Ingalls Industries; and Aaron Raddock, Managing Director, Industry Specialty Services - Government Contracts with BDO USA, LLP.
 33. **May 2018 Career Development Forum: A DIVERSE PERSPECTIVE ON CAREER PROGRESSION FOR GCs AND ASPIRING GCs.** Presented by Traevana Byrd, Vice President and General Counsel of American University; Angeline Chen, Vice President, General Counsel and Chief Compliance Officer of Siemens Government Technologies, Inc.; Brian Ellis, Senior Vice President and General Counsel of Danaher; Curtis Lu, General Counsel and member of Executive Committee of FTI Consulting. Moderated by Deborah Ben-Canaan, Partner at Major, Lindsey & Africa.
 34. **May 2018 Litigation and Employment and Labor Forums: EMPLOYMENT LITIGATION BOOT CAMP.** Session One: Presented by Thomas Murphy, Principal with Jackson Lewis; Carla Brown, Partner with Charlson Bredehoff Cohen & Brown; and Andrea Phillips, Legal Counsel, Rolls-Royce North America Inc. Session Two: Presented by Deborah Kelly and Nigel Wilkinson, Partners with Manatt Phelps & Phillips, LLP, and Christine Lucy, Principal and Associate General Counsel with Booz Allen Hamilton. Session Three: Presented by Connie Bertram, Partner with Proskauer Rose LLP; Andrew Sakallaris, Corporate Counsel with Logistics Management Institute; and Sol Glasner, Principal of SolGlasner LLC.
 35. **May 2018 Signature Luncheon: USING EMOTIONAL INTELLIGENCE TO SUCCEED IN YOUR LEGAL WORLD.** Presented by Rebecca Shambaugh, President and CEO of SHAMBAUGH.
 36. **May 2018 In Richmond: ANTITRUST ENFORCEMENT AND HOT TOPICS FORUM.**
Session One: Featuring Ian Connor, Deputy Director of the Bureau of Competition of the Federal Trade Commission; and Bernard A. Nigro, Jr., Deputy Assistant Attorney General, Antitrust Division of the U.S. Department of Justice. Discussion moderated by Howard Feller, Partner with McGuireWoods LLP. **Session Two:** Presented by Amy B. Manning, J. Brent Justus, and Seth A. Schaeffer, Partners with McGuireWoods LLP; and Laura M. Farley, General Counsel, Virginia REALTORS®.
 37. **May 2018 Government Contractors and Litigation Forums: WHEN GOVERNMENT COMES KNOCKING – MANAGING RISK IN THE ERA OF SOCIAL MEDIA AND RAPID INFORMATION EXCHANGE.** Presented by Bridget Moore, Erik Koons, and Heather Choi of Baker Botts LLP; and Danielle Carter, Associate General Counsel Ethics & Compliance, Smiths Group.
 38. **June 2018 Government Contractors Forum: BOOT CAMP ON THE GC’S ROLE IN BID PROPOSALS AND PROTESTS.** Session 1: **Adding Value to Your Company’s Complex Proposals in Response to Government RFPs.** Presented by Joseph Berger, Counsel; Ray McCann, Senior Counsel; Tom Mason and Chip Purcell, Partners, Thompson Hine; and Matthew Dost, General Counsel, Allied Associates International, Inc. Session 2: **Protest Strategies: The GovCon Guide to What, When, Where and Why to Protest.** Presented by Devon Hewitt,

- Government Contracts Chair, Protorae Law; and Courtney Edmonds, Assistant General Counsel, Leidos.
39. **June 2018 Litigation and Global Issues Forums: UNIQUE CONSIDERATIONS FROM IN-HOUSE AND OUTSIDE COUNSEL.** Presented by Barak Cohen, Partner, Perkins Coie LLP; Glenn Leon, Senior Vice President and Deputy General Counsel, Chief Ethics & Compliance Officer, Hewlett Packard Enterprise; and Peter Patterson, Managing Counsel, Toyota Motor North America, Inc.
 40. **June 2018 Signature Luncheon: GENERAL COUNSEL ROUNDTABLE – LEADING AND THRIVING IN TODAY’S TRANSFORMATIONAL ENVIRONMENT.** Presented by Tamara Jack, Senior VP, Chief Legal Officer and Corporate Secretary, LMI; Nicolas Jafarieh, Senior VP and General Counsel, Sallie Mae; Larry Samuelson, Senior VP, General Counsel and Secretary, Cvent Inc.; W. Ming Shao, Senior Executive VP and General Counsel, MicroStrategy Inc.; and Savalle Sims, Executive VP and General Counsel, Discovery, Inc. Moderated by Greg Watchman, Managing Associate General Counsel - Employment Law & Employee Relations, Freddie Mac, and VP - Programming of ACC NCR.
 41. **June 2018 Career Development Forum: STRATEGICALLY ADVANCING YOUR CAREER – CREATING YOUR INDIVIDUAL PLAN.** At the Offices of Morrison Foerster. Presented by Lisa Horowitz, JD, MSOD, Founder and Principal Strategist, Attorney Talent Strategy Group LLC.
 42. **June 2018 Employment and Labor Forum: TOP 10 EMPLOYMENT LAW HEADACHES FOR LEGAL COUNSEL AND HOW TO AVOID THEM.** Presented by Elizabeth Lewis and David Walsh, Partners with Cooley LLP; and Joel Gulick, Vice President and Associate General Counsel at Ares Management LLC.
 43. **June 2018 Non-Profits and Associations Forum: KEY ISSUES IN FEDERAL GRANT LAW FOR IN-HOUSE LAWYERS.** Presented by Gregory Jacobs, Partner with Polsinelli P.C.; and Jonathan Rotter, Senior Attorney, The Nature Conservancy. Moderated by Denise Gold, Associate General Counsel at Associated General Contractors of America.
 44. **June 2018 In Richmond (repeat performance): HOW BLOCKCHAIN TECHNOLOGY IS REVOLUTIONIZING BUSINESS AND THE LAW.** Presented by Scott Kimpel and Mayme Beth Donohue of Hunton Andrews Kurth LLP; and Parag Patel, Senior Legal Counsel, Capital One.
 45. **June 2018 Technology and IP and Global Issues Forums: FCPA COMPLIANCE: LEADING PRACTICES, TOOLS, AND TECHNIQUES.** Presented by Joseph Terry and Samuel Davidoff, Partners, Williams & Connolly; Howard Scheck, Dave Cappellina and Kristin Bone, Partners, StoneTurn; and Farzenah Paslar, General Counsel for International Transactions & Compliance at Honeywell. Moderated by Zoe Sharp, Deputy General Counsel at Optoro, Inc.
 46. **June 2018 Ethics CLE: IN-HOUSE COUNSEL AND OUTSIDE HELP – ETHICAL ISSUES IN DEALING WITH ADVISORS, AGENTS, AFFILIATES, AND ASSOCIATED THIRD PARTIES.** Presented by Thomas Connally, Managing Partner, Jon Talotta, Partner and Thomas Trucksess, Counsel with Hogan Lovells (US) LLP; and Charles Neff, Director of Compliance and Assistant General Counsel, Huntington Ingalls Industries, Inc.
 47. **July 2018 Government Contractors Forum: A ROADMAP FOR MANAGING DCAA AUDITS.** Presented by Stephen D. Knight, Member, Smith Pachter McWhorter PLC; Suzanne Roske, Partner, PwC; and Stuart Young, Senior Vice President and General Counsel, AECOM Management Services.
 48. **July 2018 Signature Luncheon: MANAGING THE LIONS AND ELEPHANTS: WORKING WITH EXECUTIVES AND IN-HOUSE COUNSEL DURING THE LITIGATION PROCESS.** Presented by Anthony Anikeeff, Partner, Williams Mullen; Scott Boylan, Former General

Counsel, MorphoTrust, LLC; and Lance Lerman, Senior Vice President, General Counsel, Iron Bow Technologies.

49. **July 2018 Corporate Law Forum: CORPORATE GOVERNANCE HALF-DAY CONFERENCE.** *New Legal Developments in Corporate Governance* Presented by Lillian Brown and Stephanie Evans, Partners, WilmerHale; Andrew Stull, Managing Director, Houlihan Lokey; and Joseph Turitz, VP & Associate General Counsel, EchoStar Corporation. *Planning for the Unknown: Preparing Your Board to Handle a Company Crisis* Presented by Chris Gattuso and Clay Wheeler, Partners, Kilpatrick Townsend; and Jim Van Horn, Vice President, General Counsel and Corporate Secretary, Blumont, Inc.; Moderated by Ed Olifer, Partner, Kilpatrick Townsend. *Evolving Role of the Corporate Secretary - 101, 201, and Current Hot Issues* Presented by Emily Wang Murphy, Partner, Thompson Coburn; and Eric D. Reicin, VP, General Counsel and Corporate Secretary, MorganFranklin, Inc.
50. **July 2018 Non-Profits and Associations Forum: IT'S CAMPAIGN SEASON: WHAT CAN NON-PROFITS DO?** Presented by Caleb P. Burns, Partner - Election Law and Government Ethics Practice, Wiley Rein LLP; Thomas W. Antonucci, Partner - Election Law and Government Ethics/Corporate Practice, Wiley Rein LLP; and Ryan P. Meyers, Vice President, Deputy General Counsel, U.S. Chamber of Commerce.
51. **July 2018 Privacy and Data Security and Litigation Forums: EMERGING TRENDS IN DATA PRIVACY AND CYBERSECURITY AND ENFORCEMENT – MANAGING LEGAL RISK IN THE INFORMATION ERA.** Presented by Christopher Fonzone and Colleen Brown, Partners, Sidley Austin LLP; and Danielle Carter, Associate General Counsel Ethics & Compliance. Moderated by Ilona Levine, Senior Corporate Counsel, Privacy, Data Protection, Cybersecurity and Compliance, OVH US.
52. **July 2018 Employment and Labor Forum: NOT PROTECTED ... NOT SO FAST!** Presented by Tina Maiolo and Connie Ng, Partners with Carr Maloney P.C.; and Amanda Dupree, Associate General Counsel, ePlus.
53. **July 2018 Global Issues Forum: CYBERSECURITY CHALLENGES FOR CORPORATE COUNSEL OPERATING GLOBALLY.** Presented by Nancy Libin, Partner, Chair of the Data Privacy and Cybersecurity Practice and a member of the Communications, Internet & Technology Practice, Jenner & Block; James Bickley, Director Data and Analytics, Navigant; and Jennifer Mailander, Senior Counsel, Director Privacy & Compliance at comScore, Inc.
54. **July 2018 Technology and IP Forum: COPYRIGHT LAW UPDATES AND BEST PRACTICES.** Presented by Anna Chauvet, Assistant General Counsel, United States Copyright Office; Regina Thomas, Associate General Counsel and Global Lead, Copyright & Media Law, Oath Inc.; and Brian Westley, Counsel, Standards & Practices, PBS. Moderated by Michael Justus, Partner, Katten Muchin Rosenman LLP.
55. **September 2018 Global Issues Forum: GLOBAL COMPLIANCE – BEST PRACTICES.** Presented by Colin Jennings and David Maria, Partners with Squire Patton Boggs; Alejandro Diaz, Vice President Global Compliance with Eaton Corporation; Robyn Farmer, Associate General Counsel with the Atlanta Braves; and Francisco Hernandez-Castillo, Corporate Vice President of Legal with Mexichem.
56. **September 2018 Technology and IP Forum: CURRENT TRENDS AND BEST PRACTICES IN TRADE SECRET PROTECTION AND LITIGATION.** Presented by Justin Chiarodo and Leigh Ann Buziak, Partners with Blank Rome LLP; David Beck, Director of Intellectual Property with Viavi Solutions, Inc. and Adrienne Bouleris, Corporate Counsel & Senior Partner with Emtec, Inc.
57. **September 2018 Corporate Law Forum: SUCCESSFULLY MANAGING INTEGRATION IN M&A TRANSACTIONS.** Presented by Lauren Bellerjeau and Charles Katz, Partners with

- Morrison & Foerster LLP; and Kathryn Simpson, Vice President and Deputy General Counsel with Northrop Grumman.
58. **September 2018 Government Contractors Forum: MANDATORY DISCLOSURES FOR FEDERAL GOVERNMENT CONTRACTORS: WHAT, HOW, AND WHEN?** Presented by Kara Sacilotto, Partner with Wiley Rein LLP; Brian Young, Assistant Chief with the Fraud Section, Criminal Division of U.S. Department of Justice; and Catherine Ronis, Vice President and Associate General Counsel of BAE Systems, Inc. Moderated by Kevin Muhendorf, Partner with Wiley Rein LLP.
 59. **September 2018 Employment and Labor and Government Contractors Forums: EMPLOYMENT ISSUES IN GOVERNMENT CONTRACTING.** Presented by Garen E. Dodge and Townsend L. Bourne, Partners with Sheppard, Mullin, Richter & Hampton LLP and Cathy Pollack, Corporate Counsel at Northrop Grumman Corp.
 60. **September 2018 Litigation Forum: BURDENS AND BENEFITS OF DOMESTIC DISCOVERY IN INTERNATIONAL PROCEEDINGS.** Presented by Cathy Hinger, Partner with Womble Bond Dickinson; Scott Walker, Associate General Counsel, Freddie Mac; and Matthew Fore, Vice President, Dispute Resolution with Hilton Worldwide.

Appendix 3:

ACC National Capital Region SPONSOR GUIDELINES

The ACC NCR Board of Directors has promulgated these guidelines to provide rules and procedures to be followed in connection with a successful relationship with sponsors.

Overall Guidelines:

1. ACC NCR selects sponsors who are able to furnish information, services, ideas, opportunities and expertise that will provide value to our members.
2. In developing programs for ACC NCR, sponsors shall note and follow these guidelines.
3. ACC NCR works cooperatively with its sponsors to develop and refine programs, including the topics of CLE programs.
 - a. All program topics will be reviewed by an ACC NCR volunteer leader and staff member for the subject, content, and expertise demonstrated to ensure it is relevant and of interest to our members.
 - i. ACC NCR will favorably consider a sponsor's proposed program, panel or speaker, topics, and methods of presentation that demonstrate not only substantive qualifications, but also the sponsor's commitment to diversity.
 - ii. ACC NCR is the premier regional bar association dedicated to serving the practice needs of in-house counsel. Every panel program shall include an in-house counsel either as a panelist, moderator or speaker for the substantive portion of the program, in addition to the sponsor speaker(s), unless the circumstances are highly unusual.
 - b. ACC NCR will assign a volunteer leader to work on each program to ensure that the program is at an appropriate level and aligns with the vision the sponsor and ACC NCR have for the content, and to help the speakers.
 - c. Ultimately, ACC NCR makes the final determination as to whether an idea is of interest to its members. ACC NCR reserves the right to not accept program content, speakers or presenters at its sole discretion.
3. Program dates will be jointly decided by the sponsor and ACC NCR.
4. Sponsor and ACC NCR will work together to choose a venue for live presentation of the program that is beneficial for both sponsor and ACC NCR members. In addition, ACC NCR CLE programs may be provided simultaneously by Web seminar, which will be recorded and available on an archive maintained by ACC NCR.
5. ACC NCR is an approved MCLE provider in Virginia and will handle the processing of all MCLE applications as part of organizing any ACC NCR MCLE program. Sponsor must adhere to the Virginia MCLE Board guidelines regarding written materials (see

<http://www.vsb.org/site/members/mcle-opinion-14>) in assembling the program materials.

6. ACC NCR will handle promotion, invitations, registration, and check-in for all events.
7. Sponsors are welcome and are encouraged to invite in-house counsel clients who are not members of ACC NCR to ACC NCR programs sponsored by that sponsor. The sponsor can forward the ACC NCR invitation or ACC NCR will send the invitation to a list provided by the sponsor. All RSVPs for these guests should come to ACC NCR (either from the individual or the sponsor organization) so we can track participation in our events. These clients should register as “Guest of Presenter.”
8. ACC NCR does not guarantee a minimum level of attendance at any program.
9. Sponsors will be provided with an attendance list for their CLEs (registrants’ names, titles and company names).
10. ACC NCR is a non-profit 501(c)(6) trade association and all fees paid through the Sponsorship Program are allocated to chapter operations. Admission prices for events, if any, will be set by ACC NCR, based on several factors. Sponsorship fees and admission fees are used by ACC NCR to subsidize the cost of a broad variety of ACC NCR programs and activities throughout the programming year. All ACC NCR financial activity is subject to and part of an annual accounting process.
11. ACC NCR is exceedingly grateful to its sponsors, whose strong support plays an integral role in the chapter’s successful programs, events, and initiatives. Nonetheless, each year’s sponsorship program stands on its own and is completely open to current and potential new sponsors. As a result, from one year to the next, sponsors are not guaranteed that they will continue in their sponsorship level or as sponsors.

Programs Logistics:

1. Scheduling of all programs will take place through ACC NCR staff. Once a program is scheduled, the sponsor will work with ACC NCR staff on all logistics.
2. ACC NCR and sponsors will work together to select specific venues for programs.
 - a. Subject to ACC NCR agreement, sponsors that have adequate space at their offices may host programs at their office location, and will provide appropriate room set-up, catering, audio/visual technology and support, and other requirements.
 - b. If the sponsor’s office is not the best place to hold the program, ACC NCR or the sponsor will arrange and/or book another venue, including contracting for the space and arrange appropriate catering, audio/visual technology and support, etc. No sponsor may make booking arrangements, unless previously approved by ACC NCR.
 - c. For those programs held outside of the sponsor’s offices and for which ACC NCR incurs out-of-pocket costs, the presenting sponsor(s) will be responsible for all food/beverage and venue costs.

- d. Periodically and for various reasons, ACC NCR will organize a multi-session program around a particular topic(s) (e.g., bootcamp, half or full-day conference). Participation in one session of a multi-session program constitutes a sponsor's allotted CLE or other program. In addition, sponsors will share in the out-of-pocket costs, such as meals/refreshments.
3. ACC NCR will determine whether or not to charge a fee for a CLE and will collect and retain all such fees.
 - a. Non-member in-house counsel will be charged an admission fee to attend or participate by distance-learning in ACC NCR programming (unless a specific membership promotion grants them free admission).
 - b. If a non-member is invited to participate in an ACC NCR program by a sponsoring organization, the admission fee for that attendee will be waived or arrangements will be made to bill the sponsor for the fee, provided that attendee registers as a "Guest of Presenter."
 4. ACC NCR reserves the right to cancel, change times, modify all aspects of the programming, including venue, for reasons of weather or other exigent circumstances. In the event of a venue-driven cancellation or change, ACC NCR reserves the right to reschedule the program. Generally, ACC NCR makes every effort to ensure that the show will go on.
 5. If, after a program is scheduled, a sponsor's speaker is unable to participate in that program, for whatever reason, we expect that another qualified individual from the sponsor will fill in for that person. Otherwise, ACC NCR may be able to find a replacement speaker for that program. Programs will not necessarily be canceled just because a speaker withdraws.

Program Content and Materials, and Procedures:

1. Sponsors are expected to prepare and provide all attendees with useful, informative, and practical written educational materials on the topic (which should, at a minimum, include a paper handout of any presentation slides), and to provide electronic versions to ACC NCR for sharing in electronic format on the ACC NCR Web site. Such materials must conform with the Virginia Bar MCLE guidelines (<http://www.vsb.org/site/members/mcle-opinion-14>).
 - a. Visual presentation materials, such as a PowerPoint® presentations, are encouraged for all CLEs and are required if the CLE will be presented by Web seminar. Creative formats to get across seminar subject matter are also encouraged.
 - b. Sponsors are strongly encouraged to provide forms, templates, agreements, checklists, and other practical guidance and resources in addition to presentation materials.
 - c. All program content and materials for the program must be reviewed in advance by the volunteer leader liaison and ACC NCR staff. Sponsors will provide program content and materials per the timetable specified by ACC NCR to allow adequate time for such review and sponsor speakers will make themselves available for conference calls with

the volunteer leader liaison and ACC NCR staff arranged to discuss the topic, content and materials.

2. Presentation materials will be posted on the ACC NCR Web site (and, if applicable, the ACC NCR Web seminar site) for download by members. By returning the signed Sponsorship Application form, sponsor agrees to this sharing, use and distribution requirement.
3. All hand-out materials and presentation materials must prominently display the ACC NCR logo, in addition to the sponsor(s) logo(s), and must clearly represent that the seminar is an ACC NCR event.
4. Program materials should include biographies for all speakers. They also may include brief promotional information on sponsor's firm, services, etc. Please note, however, that sponsor will not be permitted to make introductory comments about his/her firm and its services during the substantive presentation.
5. At the beginning of all programs, an ACC NCR representative will welcome attendees and introduce the program and speakers.

Marketing and Publicity:

1. ACC NCR will advertise and seek publicity for all chapter events at its expense. ACC NCR will share such materials with the presenting sponsor.
2. If a sponsor creates its own promotional materials (i.e. to send to the sponsor's clients and to post on the sponsors' Web site), any such promotional materials shall be submitted to ACC NCR staff for approval prior to its distribution or posting.
3. ACC NCR staff members handle all mailings and communications to ACC NCR members.

Rules of Conduct:

1. Sponsorship of ACC NCR events by outside counsel and vendors is not intended to and will not result in a member's organization (or its in-house attorney) being obligated to purchase the services of any sponsor.
2. Sponsorship fees are not intended as, and should not be considered as, an illegal, improper or unethical gift or gratuity to a specific organization or in-house attorney.
3. Attendance at ACC NCR events is limited to ACC NCR members and their guests, sponsors and their guests, and prospective ACC NCR members.
4. Attendance by sponsor personnel, beyond the allotted number of invitees (if any), is not permitted. With the exception of signature and sponsor ROI programs, sponsors may not attend programs that they are not organizing/presenting, unless their attendance is approved in advance by ACC NCR.

5. ACC NCR reserves the right to refuse any sponsor, as well as the right to restrict or remove any presentation or exhibit that, in the opinion of ACC NCR, detracts from the general character of a program or event. This reservation applies to displays, printed matter, promotional materials, inappropriate conduct, and method of operation. In the event of such restrictions, ACC NCR will not be liable for any refunds or other program expenses.
6. As determined by the Board of Directors, failure to comply with any provision of the Sponsor Guidelines may lead to:
 - a. Warning to the sponsor; and/or
 - b. Sponsorship termination and forfeiture of all fees paid by the sponsor.

ACC NCR 2019 Sponsorship Application

The sponsorship application has the following parts to be completed:

- Full contact information.
- Affirmation: By completing this form, you represent that:
 - You have carefully reviewed and fully understand the terms and provisions of the 2019 ACC NCR Sponsorship Program and that you are committed to working within the Program and its requirements, specifically the ACC NCR Sponsor Guidelines;
 - You are authorized to submit this sponsor application form on behalf of the sponsor applicant; and
 - You will pay the sponsorship fee to ACC NCR by the applicable deadline.
- Sponsorship applicants can rank up to 5 choices for sponsorship levels.
 - If one of the choices selected is a Spotlight Sponsorship, sponsorship applicants are asked to indicate their practice area of interest for their CLE programs.
- Sponsors can specify if they would like to add-on a Leadership Academy Host sponsorship.
- Sponsors can specify if they would like to apply for a Social, Community-Based or Greater Virginia CLE Host sponsorship opportunity (an add-on for annual sponsors, and a stand-alone for new sponsors)
- Questions:
 - In one or two paragraphs, please state how your firm/company envisions having a successful relationship with ACC NCR and its members through sponsorship. If you have sponsored before, what have you found valuable about your sponsorship? If this would be your first time, what interests you about ACC NCR sponsorship? (Required)
 - Does the local office of your firm/company focus on a particular industry or industries? (Required)
 - If applicable, please indicate which practice area(s) or individual(s) at your organization are the stakeholders for this sponsorship (i.e., providing the funding for sponsorship). If the sponsorship is not tied to a specific practice area or individual, please type "General" in the box below. (Required)
 - ACC NCR is committed to supporting and increasing diversity in the legal community. Please describe your organization's policies and practices that support diversity and steps that will be taken to ensure diverse representatives of your organization will have the opportunity to be engaged with ACC NCR and its members.
 - If you are selected as an ACC NCR sponsor for 2019 that entails hosting program(s)/CLE(s), which practice area(s) would want to take advantage of the opportunities to present the program(s) that is/are provided by the sponsorship level(s) for which you are applying? (Required)

- Please indicate any specific topics your firm would want to present on, or specific programs you would want to be part of (a conference, boot-camp, etc.)? (Required)
- Please indicate who will be the primary point(s) of contact for all administrative matters concerning the sponsorship (please include title, phone number, and e-mail address). These communications include: confirmation and invoice; sponsor updates about benefits, deadlines, and deliverables; etc. (Required)
- Comments or other factors you would like to make us aware of.