



## ACC Network Program Guidelines

In 2013, ACC embarked on the first year of a five-year plan to build upon our strong foundation and unique market position as the world's largest association dedicated to serving in-house counsel. One of our core objectives is to strive to combine and augment resources to streamline the exchange of information. To this end, one of our main key strategies is to create opportunities for chapters and Networks to share resources and best practices to more efficiently serve members needs.

ACC's global networks have limited opportunities to network and engage with other ACC members in person. While the Annual Meeting offers an excellent opportunity, many network members are interested in engaging with each other both locally and more often. These local meetings allow members to further build relationships and network with members in similar practice areas (ex. employment and labor law) or settings (ex. small law department). To support these efforts, outline available resources and ensure organized coordination with the local chapter (where applicable), ACC is setting forth the following guidelines.

Network events fall into the following categories:

1. Networking (Sponsored and Non-Sponsored)
2. Educational (Sponsored and Non-Sponsored)
3. Pro Bono (Sponsored and Non-Sponsored)

Networks can host solo events or co-host events with local chapters in any of the aforementioned category combinations. To the extent that you wish to involve a chapter, you must seek approval for locations and dates to ensure that the same chapter is not contacted multiple times throughout the year.

### **Networking Events**

#### ***Micro-Networking Events***

Networks are encouraged to host micro-networking events where they have an interested member organizer. Micro-networking events are defined as small, informal get-togethers during breakfast, lunch, happy hour or dinner. The member host makes the reservation at a local restaurant and takes the rsvps. Groups should be limited to no more than eight attendees. Participating members cover the event cost. This format allows members to have substantive discussions and to network in an intimate setting, and has proven effective at building lasting professional relationships.

If the network is interested in allowing a sponsor to participate in the micro-networking event, the current ACC network sponsor must receive first right of refusal. If the ACC network sponsor is not interested, other ACC sponsors (Annual Meeting, advertisers,

resource, webcasts) should be considered before reaching out to non-ACC sponsors. View our comprehensive list of ACC sponsors here: <http://tinyurl.com/np37obv>. Chapter liaisons will receive a new list annually after Annual Meeting sponsors are announced. Micro-networking event dates need not be approved by ACC.

### ***Traditional Networking Events***

Networks that are interested in hosting larger (9+ attendees) networking events are encouraged to work with their local chapters and the ACC network sponsor, where they have offices. To ensure that Networks do not hold events that conflict with other networks and local chapters, dates for traditional networking events must be requested at least 3-4 weeks in advance by sending an email to Tori Payne at [payne@acc.com](mailto:payne@acc.com). Requests should include proposed date, time, topic and location of the event. Dates will be approved within 24 hours, and in the order that they are received.

## **Educational Events**

### ***Roundtables***

Roundtables provide a forum for 10-20 ACC network and chapter members to discuss a hot topic relevant to their practice areas. Roundtables require one or two facilitators and can cover one or multiple topics. Network members are encouraged to recruit network member hosts where possible, or to work with the existing ACC network sponsor. To ensure that networks do not hold events that conflict with other networks and local chapters, dates for roundtable events must be requested at least 3-4 weeks in advance by sending an email to Tori Payne at [payne@acc.com](mailto:payne@acc.com). Requests should include proposed date, time, topic and location of the event. Dates will be approved within 24 hours, and in the order that they are received.

### ***Traditional CLE Events (face-to-face)***

Networks that are interested in hosting a face-to-face educational event using a featured speaker with the lecture style format should contact their staff liaison to discuss options.

### ***Webcast Events (with face-to-face component)***

ACC networks may be interested in adding a face-to-face component to certain Network webcast events. This is a great opportunity to partner with the local chapter, particularly in areas where the network's subject matter is not addressed by existing local programs offerings. Networks that are interested in this program format should contact Tori Payne at 202.293.4103, ext. 337, or [payne@acc.com](mailto:payne@acc.com) to discuss options.

### ***Pro Bono Activities***

Pro bono activities provide networks with a unique opportunity to partner with local chapters and help clients in areas where Network members have expertise. Networks that are interested in hosting pro bono activities must partner with a reputable pro bono service provider in the proposed areas and are encouraged to work with the local chapter (where applicable) to help organize the event. (ex. Health Law Network working with a local pro bono provider's clients on issues related to health directives, living wills or

disability and Employment and Labor Law Network working with small, charitable non- profits on employee manual reviews). To identify local pro bono organizations and activities in your areas, please contact Eve Runyon, Director, Corporate Pro Bono, at 202.729.6694 or [erunyon@probonoinst.org](mailto:erunyon@probonoinst.org). Pro bono event dates need not be approved by ACC.

### **Marketing**

ACC will support the marketing efforts of all Network events by providing network chapter liaisons with a list of Network members in the areas where events are being proposed, as well as by promoting events on the network webpages and eGroups. ACC must approve all final invitations for any network events, including the use of ACC logos.

If you have any additional questions about these guidelines, please contact Tori Payne at 202.293.4103, ext. 337, or [payne@acc.com](mailto:payne@acc.com). Thank you.