



**2004 Substantive Law Conference
Los Angeles, CA**

Break-out Track Session Request

Please return this form as soon as possible and no later than June 11, 2004. **EACH BREAKOUT TIME SLOT SESSION REQUIRES A SEPARATE FORM.** We will schedule breakout sessions during the time slots requested on a first come, first serve basis. While we will make every effort to schedule the sessions during the requested time slots, we must reserve the right to ask you to offer such sessions during a different time slot. If you have questions, please contact Conference Staff at sublaw@nlada.org.

Track Name: _____ **Number of Breakout Rooms Needed:** _____

Day & Time for Breakout Sessions: Please indicate your top two preferences by putting a "One" and "Two" in the appropriate boxes.

- | | |
|--|---|
| <input type="checkbox"/> Friday, July 23 8:30 am to 10:00 am | <input type="checkbox"/> Friday, July 23 10:15 am to 12:00 pm |
| <input type="checkbox"/> Friday, July 23 1:00 pm to 3:00 pm | <input type="checkbox"/> Friday, July 23 3:30 pm to 5:30 pm |
| <input type="checkbox"/> Saturday, July 24 8:30 am to 10:00 am | <input type="checkbox"/> Saturday, July 24 10:15 am to 12:00 pm |

Breakout Session Title One: _____

Faculty Name(s): _____

Phone number(s) or E-mail: _____

I require the following audio/visual equipment for my breakout session:

- | | |
|--|--|
| <input type="checkbox"/> Flipchart and Markers | <input type="checkbox"/> Overhead Projector and Screen |
| <input type="checkbox"/> Head table: _____ (# of people) | <input type="checkbox"/> Podium |
| <input type="checkbox"/> TV / VCR | <input type="checkbox"/> LCD Projector and Screen |
| <input type="checkbox"/> Internet Access / Phone Line | |

ROOM SET UP: Due to limited room size, many of the meeting rooms will be set in theater style seating. If you require a different configuration, please list here: _____

Breakout Session Title Two: _____

Faculty Name(s): _____

Phone number(s) or E-mail: _____

I require the following audio/visual equipment for my breakout session:

- | | |
|--|--|
| <input type="checkbox"/> Flipchart and Markers | <input type="checkbox"/> Overhead Projector and Screen |
| <input type="checkbox"/> Head table: _____ (# of people) | <input type="checkbox"/> Podium |
| <input type="checkbox"/> TV / VCR | <input type="checkbox"/> LCD Projector and Screen |
| <input type="checkbox"/> Internet Access / Phone Line | |

ROOM SET UP: Due to limited room size, many of the meeting rooms will be set in theater style seating. If you require a different configuration, please list here: _____

If more than two, please list the same information requested above.

THIS FORM MUST BE RETURNED BY JUNE 11, 2004 TO:

NLADA Sublaw Training ♦ Sublaw Joint Sessions

1140 Connecticut Avenue NW, Suite 900 ♦ Washington, DC 20036 ♦ FAX: 202/872-1031