**2020 Guidelines for Program, Speaker, Diversity and Reimbursement Guidelines for NYSBA EELS**

**UNANIMOUSLY ADOPTED ON JANUARY. 30, 2020**

The NYSBA EELS would like to develop a consistent policy with respect to Program, Speaker, Diversity and Reimbursement Guidelines so that these Guidelines can be made available on the NYSBA EELS website and be given to anyone who is assisting with Program development for any conference, meeting or webinar being sponsored and approved by the EELS.

**Diversity**

These Guidelines consider established goals of the EELS such as the Commitment to Diversity and Inclusion, adopted on September 22, 2019 by the co-chairs of the Committee on Diversity and Inclusion. Each person developing a program should carefully consider how the program through its choice of invited speakers may help the EELS achieve a greater diversity in our Section. Specifically, the Commitment to Diversity and Inclusion requires each person developing a program to work with the CLE Committee and Program Chairs to encourage the selection of speakers with diverse backgrounds and experiences and to review proposed rosters of speakers and panelists for Section programs, again to achieve the goal of diversity participation. Please, wherever possible, reach out to new speakers and experts for panels and avoid having multiple speakers or panel participants from the same Firm or viewpoint.

**Reimbursement of Speaker Registration and Expenses**

Generally, reimbursement (or waiver) of speaker registration fees and expenses is to be discouraged for EELS members absent approval under unusual circumstances from the Section Chair and Treasurer. If registration fees are covered by NYSBA, speakers will be notified that their registration fees will be waived. Fees can only be waived by the Section Chair after consultation with the Section Treasurer. Travel expenses for NYSBA EELS members are discouraged. However, it is appropriate to cover the travel expenses and fees for the Annual or Fall Meetings for keynote speakers and panel participants who are not EELS members up to $500. No agreement should be made to do so by any section member, however, without first consulting with the Section Chair and Treasurer, and obtaining approval in writing.

At other Section events, it may also be appropriate to cover program expenses and meals, if requested, for non-member desired speakers and panel participants. Waiver of registration fees for such speakers and panel participants is encouraged. To encourage participation, the Section may further decide to cover travel costs (transportation and hotel expenses), but only where the speaker has requested reimbursement by the Section. Such costs should be no more than $500 per event and should be approved by the Section Chair and Treasurer in advance of offering such reimbursement for a desired speaker. In unusual circumstances, the Section Chair and Cabinet may decide to pay a speaker fee or to reimburse the speaker’s expenses at a higher level due to the stature or unusual benefit offered by the speaker’s participation to the event. Any such decision should be viewed as extraordinary and should be supported by a cabinet majority and the Section Chair.

For sponsors of any EELS’ event, it will be appropriate for the Cabinet, in consultation with the NYSBA representative, to evaluate any benefits to be conferred on sponsors to encourage present and future participation.

In every case, special attention and approval from the Section Chair, after written consultation with NYSBA, must be obtained for requests for reimbursement of any kind for any speakers, panelists or sponsors who are NYS government employees or public officials. Such reimbursement may not be possible due to the State ethics rules.

Wherever it is feasible to do so, EELS should encourage the attendance of law students at Section events at no or reduced cost to the students. Generally, students will be expected to cover their own travel and hotel costs.