



# New Hampshire

BAR ASSOCIATION

Equal Justice Under Law

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October 27, 2014

RECEIVED

OCT 30 2014

Dear Ted:

Thank you for agreeing to serve as chair for the upcoming NHBA CLE seminar regarding **Appellate Advocacy**. The program is scheduled to be held on **Wednesday, April 8, 2015** at the **NHBA Seminar Room, Concord, NH** as a half day program.

In order to develop and promote the program in a timely manner, I have set the following planning schedule:

- |                  |  |
|------------------|--|
| January 5, 2015  | All faculty selected (See enclosed guidelines)   |
| January 5, 2015  | Deadline for program description including overview, topics, faculty, and as much detail as available on the program (i.e.) – intended audience, and benefits of attending, etc. Please forward copy to my attention at the Bar Center or by email- <a href="mailto:jhinnendael@nhbar.org">jhinnendael@nhbar.org</a> . |
| January 21, 2015 | Featured program in <i>NH Bar News</i> , pre-registration begins. ( <i>Follow up Announcements in the September and October Issues.</i> ). Targeted promotion begins.  |
| March 11, 2015   | Materials from faculty due at Bar Center for CLE Handbook.   |
| April 8, 2015    | Faculty Meeting time TBA (generally ½ hr prior to program)<br>Seminar time TBA<br>NHBA Seminar Room, Concord   |

Please let Anne Breault, CLE Program Coordinator, know when the faculty meetings are scheduled or if you need Anne to set up a planning meeting with the panel. Sometimes a meeting is also held before the final manuscript due date. This allows faculty to give and receive feedback on their written materials. The agenda also needs to be finalized at an early date for planning purposes.