



In-Person CLE Request Form—VA Local Bars

ALPS and the VSB's Lawyers' Malpractice Insurance Committee is happy to offer high-quality speakers to Virginia Local Bars on malpractice prevention issues and **invite you to request a speaker for an upcoming gathering at no-cost to your bar.**

All ALPS speaker requests should be made through, Alison Riley, ALPS risk management coordinator. Please fill out this form and return it. You can also reach out via phone at (406)728-3113 or via email at ariley@alpsnet.com. Please initiate your request at least two months in advance. This will ensure our ability to coordinate a great speaker for your gathering.

Event Logistics

Event Date: _____ Event Time: _____ Time of CLE slot: _____ Length: _____

Sponsoring Organization: _____

Contact Person: _____ Phone: _____

Email: _____

Event Location Venue: _____

Address: _____ City: _____ ST: _____

Topics you are interested in: _____

Other speakers/topics on the agenda: _____

Anticipated # of Attendees: _____

Deadlines

Bio and summary: _____ Materials: _____ AV available? Yes No

Please Note: ALPS will handle the accreditation with the state bar. We will create and send you the materials as a PDF document for you to print or distribute via email. Our speaker will bring a laptop with the programs PowerPoint, but your organization will need to furnish a projector and screen for the program.

For ALPS use only:

Topic chosen: _____ Speaker: _____

Phone: _____ Email: _____

AV needed: _____ Who is responsible for accreditation: ALPS or the Sponsor

Which states for accreditation: _____