



ROCKY MOUNTAIN
MINERAL LAW FOUNDATION

SPECIAL INSTITUTE GUIDELINES FOR PROGRAM COMMITTEES

PLANNING A SPECIAL INSTITUTE

2019/2020



ROCKY MOUNTAIN
MINERAL LAW FOUNDATION

A NOTE FROM THE SPECIAL INSTITUTES COMMITTEE CHAIR

Dear Special Institute Proponent:

We appreciate your thoughtful proposal for a Special Institute. The Rocky Mountain Mineral Law Foundation is a successful organization because of the work of volunteers like you. We can tell you from experience that the process of proposing, organizing, and presiding over a special institute is valuable and rewarding. We look forward to working with you through this process and hope to be a resource along the way.

All proposed programs go through a detailed review and approval process by the Special Institutes Committee prior to submission to the Foundation's Board for final approval. We have prepared the attached guidelines to help explain the process used by the Special Institutes Committee to review and approve potential programs. As you can appreciate, not every proposed program concept is approved to become a Foundation Special Institute. We reconsider many suggestions and review many proposed concepts for each program before it is finally organized as a Special Institute and presented to the Board. Potential programs often are presented to the Special Institutes Committee multiple times, for feedback on content, location, and potential speakers. To effectively track your proposal as it is considered by the Special Institutes Committee, we are providing the attached guidance materials that will explain the special institute process and provide a short tutorial on planning, organizing, and successfully conducting a special institute program. We encourage you to review the materials and to contact me, or Melissa Magee at the Foundation (mmagee@rmmlf.org), if you have additional questions regarding the process or your proposal. We look forward to working with you on this proposal and appreciate your active participation in the Rocky Mountain Mineral Law Foundation.

Sincerely,

Scot Anderson
SIC Chair



SPECIAL INSTITUTE CHECKLIST AND TRACKING SHEET

PROPOSED PROGRAM _____

	Date	Requirement	Information/Notes
1.		Conceptual Outline Proposal Topic	
2.		Program Chairs	
3.		Program Committee	
4.		SIC Program Review Team	
5.		SIC Review of Preliminary Draft Program	
		(a) Topics	
		(b) Speakers	
		(c) Venue	
		(d) Dates	
		(e) Co-Sponsors (if appropriate and pre-approved by SIC Chair/ RMMLF Board)	
6.		SIC Approval	

7.		Board Approval	
8.		SIC Advisory Committee or Liaison	
9.		Foundation Hotel Contract Approval	
10.		Topics Finalized and Speakers Committed	
11.		Paper and Participant Instructions to Speakers	
12.		Speaker Bios Submitted	
13.		Preliminary Program Brochure Finalized and Posted	
14.		Final Program Brochure Printed and Distributed	
15.		Speaker Papers and PowerPoints Submitted	



PROGRAM CHAIR AND COMMITTEE GUIDELINES FOR PLANNING A SPECIAL INSTITUTE

SELECTION AND APPROVAL OF SPECIAL INSTITUTES

The Special Institutes Committee (SIC) meets quarterly to evaluate proposals for special institutes. The SIC solicits, reviews, and approves proposed programs; assists in identifying Program Committee co-chairs and members; and suggests revisions to draft programs, including topics, possible speakers, schedules, and venue. It is common for this process to take up to a year or more. While the SIC welcomes suggestions as to dates and locations for institutes, the final decision is up to the SIC, the Board of Directors, and Foundation staff.

The Chair and/or Vice-Chair of the SIC may appoint a Program Review Team made up of one or more SIC members to conduct an initial review of newly proposed programs, and to provide substantive feedback at the subsequent SIC meeting. After approval of a program by the Board of Directors, the Chair and/or Vice-Chair of the SIC may act as and/or appoint an Advisory Liaison to help guide the program chairs through the steps (described below) necessary to bring the program to fruition.

Once the SIC approves a proposed program, it forwards its recommendation to the Board of Directors for final approval.

Support of Foundation programs by outside organizations may be warranted in certain situations. Potential supporting organizations must be discussed with the SIC Chair and Foundation staff before the program is submitted to the Board for approval, and no supporting organization should be contacted without specific prior approval by the SIC Chair or the Board, and Foundation staff. “Joint” programs are those in which revenues are shared with the other organization, and this requires Board approval.

Other than preliminary inquiries as to interest, no speaker invitations should be extended until the program is approved by the Board of Directors. “Uninviting” speakers is very awkward.

FORMING A PROGRAM COMMITTEE

It is critical that a Program Chair who does not have previous experience designing and running a Foundation Special Institute work with a co-chair who has previous experience. The Chair and Vice-Chair of the SIC are good sources for recommendations as to possible co-chairs.

In selecting the members of a Program Committee, it is important to take into account geographical and experiential diversity; not all committee members need to be attorneys. Program Committees also serve the important function of training the next generation of program organizers, so including a committee member who is new to the role should always be considered when forming a Program Committee. For programs offered jointly with another

organization, that organization may contribute members to the Program Committee. Institute organizers should also consult the Foundation’s Policy Statement and Guidelines for Selection of Program Committees and Speakers for Educational Programs.

GENERAL SCHEDULE

<p>After Program Approval</p> <p>At least 8 months before the institute, or longer as necessary to meet scheduling requirements</p>	<ul style="list-style-type: none"> • Staff researches hotel options and coordinates with Program Committee; dates and venues may depend on hotel availability and other factors. Hotel contract is signed. • Program Chair/Committee contacts speakers and finalizes speakers and topics (see guidelines below). • Foundation staff provides speakers with paper and PowerPoint instructions and deadlines; collects speaker and Program Committee member bios. • Preliminary brochure finalized and posted on Foundation website; registration is opened.
<p>A minimum of 3 months before the institute</p>	<ul style="list-style-type: none"> • Final program brochure is printed and distributed.
<p>At least 5 weeks before the institute</p>	<ul style="list-style-type: none"> • Speakers submit papers and PowerPoints.

PROGRAM FORMAT

- Special institutes run two days, and on occasion may run three days.
- Each presentation is accompanied by a scholarly and practical paper.
- Speakers should use PowerPoint or other visual presentations. Today, most people are visual learners, and our attendees expect a visual accompaniment to presentations.
- Each session should have a moderator. For domestic institutes, this is usually the Program Chair(s). The Program Chair(s) may also select Program Committee members as moderators and decide whether and how to divide up moderator responsibilities. The moderator:
 - Makes sure the speakers for the session(s) he/she is moderating are present and ready
 - Sits at the podium
 - Briefly introduces speakers (based on bios in manual, but please summarize)
 - Keeps the speaker on time (complete with colored time-warning signs)
 - Takes questions from the audience, usually via email (a slide will be projected directing attendees to email questions to the moderator)
- For CLE purposes, institutes should provide a minimum 750 minutes of instruction (not including breaks, receptions, or introductions), and any additional time should be divisible by 30. At least one 60-minute Ethics session is necessary. Ethics presentations should always be 60 minutes in length.

- Hosted lunches for registrants are strongly discouraged, and require specific approval after consultation with the Foundation staff. Many states will not give CLE approval for lunch presentations, and lunches are very expensive.
- The Foundation will host a reception for institute attendees, speakers, and Program Committee members. Traditionally, the reception begins directly after the end of the last session of the first day, and takes place at the conference hotel.

PROGRAM PUBLICITY

- Early publicity can be critical to the success of an institute. Program Committees are responsible for timely drafting the substantive portion of a program brochure.
- Each brochure includes: a front-page description of the institute of no more than 1,000 characters, including spaces); the names of the Program Committee members; the topic descriptions; and the names of speakers and times they will present (see examples at www.rmmlf.org).
- Topic descriptions should be reviewed by Program Chairs/Committee and the speakers. **Use bullet points to enumerate subtopics.** Total length should be about 75 words (and never more than 100 words). If an introductory sentence is used, it should be something other than “This presentation (speaker/paper) will....”
- Chairs and speakers should make a personal commitment to assist with marketing. This should include, at a minimum, personal emails encouraging attendance.

SPEAKER SELECTION

- The Foundation strives to have Special Institutes taught by experts, and at the same time seeks to provide opportunities for new, talented speakers. Consult the Foundation’s Policy Statement and Guidelines for Selection of Program Committees and Speakers for Educational Programs (attached).
- Investigate both the speaking and scholarly writing ability of all proposed speakers. If a speaker is not a strong writer, consider a co-author. Expressly make co-authors aware that the Foundation generally is not able to fund their travel expenses.
- Program Committee members should communicate directly with the proposed speaker, and not through a firm’s marketing department.
- Ensure that each speaker is fully committed to produce a scholarly legal research paper, to be delivered at least five weeks prior to the institute.
- Emphasize to each speaker the importance of balanced and unbiased presentations/papers that avoid political and positional advocacy. This is the area where we receive the most criticism.
- Addition of co-speakers subsequent to the Board’s approval of the program must be approved by the Program Committee, keeping in mind these guidelines for selecting speakers.

PAPERS and POWERPOINTS

- Foundation institutes are known and valued for outstanding speakers, and substantive, scholarly, and practical papers, which are published in the Foundation’s Digital Library and on Westlaw and LEXIS. A paper is expected for each session.
 - If approved in advance by the Program Chair(s), the Foundation may consider making an exception to the paper requirement for high-level “keynote” speakers. For all other speakers, at least one paper per panel is required – if a speaker is unwilling to write a paper but is still essential to the program, it is the duty of the Program Chair(s) to provide a co-speaker or other to write the paper for the session.
 - On rare occasions agreed upon in advance, we will accept a detailed PowerPoint or substantive outline in lieu of a paper (for example, for speakers on technical subjects).
- All papers should be responsive to the topic developed by the Program Committee. The Foundation reserves the right not to publish a paper if it does not meet the Foundation’s editorial standards, if the paper is not responsive to the scope of the topic as developed by the Program Committee, if it is not objective and balanced, or if it is not timely submitted to meet our deadlines.
- Papers should be the speaker’s original work, except on rare occasions approved in advance by the Program Chairs and Foundation staff. Speakers are expected to sign a publication agreement stating, among other things, that their paper is their original work.
- Make sure that authors understand that our deadlines are firm, due to formatting, printing, shipping, and other requirements. If a paper is late, speakers may be required to bring sufficient hard copies for all registrants, at the speaker’s expense.
- Ensure that speakers review and follow the attached PowerPoint Guidelines. The name and affiliation of the speaker should only be included on the title slide. Avoid “text-heavy” slides. Font size should be large enough to be visible throughout the room.

PANELS

- Every panel should produce at least one paper, which may be authored by one or more of the panelists.
- It is essential that the Moderator and panelists hold at least one substantive teleconference in advance, to ensure that the presentation is well planned and balanced, that panelists do not shoot from the hip, and that panelists are prepared to be fully responsive to questions.

EXPENSES

- Registration for the conference is complimentary for the Program Chair or Co-Chairs and for speakers and panelists invited by the Program Committee (but not for co-speakers “volunteered” by the invited speakers).
- Most speakers pay their own travel expenses. If a speaker is unable to cover travel costs, certain limited expenses can be reimbursed upon request. (See the attached Speaker Expense policy, which should only be distributed to speakers upon request.)

- Please avoid making commitments to reimburse travel expenses for multiple speakers on the same paper.

SPECIAL CONSIDERATIONS FOR INSTITUTES ON SUBJECTS NEW TO THE FOUNDATION

- Chairs and speakers should make a personal commitment to assist with marketing.
- Consider a planning lunch to increase commitment to the program by potential attendees.
- Early publicity is important, therefore these institutes may need a longer planning horizon, and brochures will need to be finalized and distributed early.
- Co-Sponsorship: In limited situations, a co-sponsoring organization may be warranted to increase awareness and registration. Potential co-sponsorship must be discussed with the SIC Chair and Foundation staff before the program is submitted to the Board for approval. Each specific co-sponsor must be approved in advance, and it is essential to coordinate with the SIC Chair and Foundation staff prior to contacting a potential co-sponsor.

QUESTIONS?

- Melissa Magee, Director of Programs (mmagee@rmmlf.org) provides general support in all aspects of program development, preparation of the brochure, and speaker expense reimbursement.
- Mark Holland, Associate Director (mholland@rmmlf.org), provides general support and handles hotel arrangements.

PowerPoint Guidelines

for presenting at RMMLF programs

YES:

- Simple font (Arial, for example)
- Large font size (24 pt or bigger)
- Dark text on light background
- Appropriate amount of text
- Simple graphics
- Firm/company name or logo on first slide only

Purposes of Confidentiality Agreements

- Permit the review of certain confidential information.
- Protect against unauthorized disclosure of confidential information.
- Protect against misuse of confidential information.



NO:

- Low contrast colors
- Fancy font *like this* (hard to read at a distance)
- Too much text (too small to read)
- Light text on dark background (won't print well)
- Dark photograph (won't print well)
- Firm/company name or logo (other than on the first slide)

Purposes of Confidentiality Agreements

**Confidential Information* means any and all information, data, records, reports, drill hole logs, calculations, opinions, maps, charts, drawings, sketches, plans, documents, summaries, memoranda, studies, analysis and other geological or technical information in written, oral or electronic form and whether or not noted thereon to be confidential pertaining to the Project or the Properties provided to the Receiving Party or its Representatives by the Disclosing Party, its employees or other authorized Representatives and all summaries, exhibits or copies there from and all notes, memoranda, observations, studies, analysis based thereon;*

The Area of Interest of the Project will be the area comprising the Properties described in Exhibit A attached hereto. The Receiving Party shall not be authorized to acquire any mining concession, mining licenses or any other mineral interest or assets, whether directly or indirectly, related to or located within the Properties.



XYZ TUNGSTEN, USA





SPEAKER EXPENSE REIMBURSEMENT POLICY (Title of Conference, Date, Location)

As a nonprofit educational institution, the Foundation strives to hold down registration fees to enable as many people as possible to attend. Absent extenuating circumstances, the Foundation usually expects speakers, panelists, and moderators from firms and for-profit companies to cover their own travel expenses. Our travel reimbursement budget is generally used for reimbursing travel expenses for speakers from academia, government, and nonprofit organizations, to the extent their organizations are unable to cover travel expenses.

If you are from a firm or for-profit company and selected as a speaker, panelist, or moderator but are unable to cover your travel expenses, please contact Executive Director Alex Ritchie at aritchie@rmmlf.org or (303) 321-8100. The remainder of this policy relates to those who will have some or all of their travel expenses reimbursed.

1. **Registration** for the course is complimentary for speakers, who are encouraged to stay and enjoy the entire program.
2. **Travel expenses.** If you or your employer/firm are unable to cover your travel expenses, the Foundation is able to reimburse limited travel expenses for one speaker per paper, and for co-speakers, panelists, and moderators if invited from different companies or firms. We regret that we are unable to cover the expenses of co-authors.

The Foundation can cover only the costs outlined below. Meals and incidental expenses are not covered except in extreme circumstances. Please request a Speakers' Expense Voucher for any reimbursement requests, and attach original receipts for all expenses for which you seek reimbursement.

- **Transportation**

- **Air** – Single, domestic (U.S. and/or Canadian) roundtrip airfare at 30-day advance, discounted, economy rates. Tickets purchased at a higher price will be reimbursed only at the above discounted rate. Airport-hotel transportation, parking, and/or rental cars will also be reimbursed up to a total of \$50.
- **Driving** – Alternatively, reimbursement is at the IRS-approved mileage rate if driving, not to exceed the advance purchase, discounted economy airfare above.
- **Hotel** – Single/double room expense for up to two nights at the Foundation's conference hotel. Hotel room reimbursement will not exceed the Foundation's contracted room block rate plus tax (see program brochure for details). Hotel reservations in the Foundation's room block are the responsibility of the speakers, and should be made as soon as possible (if with government, please request the government rate).

Rocky Mountain Mineral Law Foundation

POLICY STATEMENT AND GUIDELINES FOR SELECTION OF PROGRAM COMMITTEES AND SPEAKERS FOR EDUCATIONAL PROGRAMS

The purpose of the Rocky Mountain Mineral Law Foundation's educational programs is to provide useful and timely information and analysis to attorneys, educators, landmen, and other professionals who work in the fields of mining, oil and gas, water, public lands, environmental, and related areas of natural resources law. These attorneys, educators, landmen, and other professionals include those who are employed by law firms, industries, universities, government, and non-governmental organizations. The Foundation seeks to present programs that provide objective scholarly information and analysis reflective of this diverse audience.

The Foundation should, where practical and consistent with the goals and objectives of a program, strive for educational programs that include a balance of program committee members and speakers from different perspectives and experience.

Program committees that organize educational programs of the Foundation should observe the following guidelines:

1. When practical and consistent with the educational goals and objectives of a program, the program committee should consider consulting with and inviting persons from a variety of relevant industries, organizations, professions, and viewpoints to serve on the program committee.
2. If an educational program includes a topic that lends itself to different points of view, the program committee should consider including a variety of speakers from a variety of relevant industries, organizations, and professions, including speakers that may offer a different perspective on that topic.
3. If a topic lends itself to different points of view, the program committee should, when practical and consistent with the educational goals and objectives of a program, consider use of alternative presentation formats such as panel discussions.

Adopted by the Board of Directors September 12, 2013.

ROCKY MOUNTAIN MINERAL LAW FOUNDATION
Special Institutes Committee
Commercial Review of Proposed Special Institutes Program

Special Institute: _____

Program Chairs: _____

Short Description: _____

Proposed Location

Is this location likely to attract the proposed target audience?

What are potential travel costs for the proposed target audience?

What is the experience of the Foundation with the proposed location?

Target Audience and Revenue

What is the target audience for this Special Institute in terms of practice areas (e.g., mining, oil and gas, public lands, environmental, etc.)?

Reasonable estimate of number of likely attendees:

Speakers (unpaid)	_____
Law Firm	_____
In-House	_____
Government	_____
Tribal	_____
Young Lawyers	_____
Students	_____
International Lawyers	_____
Non-Profit	_____
Law Professors	_____
Total Paid and Unpaid	_____

Rates

What will be the registration rates for this Special Institute?

	RMMLF Member (and co-sponsor members)	Non-Member	Government	Non-Profit	Student
Early					
Full					

Are these rates different than the rates charged for other Special Institutes in the same year? If so, how are they different?

Relationships and Sponsorships

Is the Foundation expected to have or seek co-sponsorship from other organizations (see Exhibit B)?

Is the Foundation expected to partner with another organization (Board approval will be required – see Exhibit B)?

If so, will costs be shared?

If so, will revenues be shared?

Will the Foundation accept law firm and company sponsorships for the Special Institute (Board approval will be required – see Exhibit B)?

Financial Summary

Estimated Revenue (from attached calculation – see Exhibit A):

Estimated Costs (from attached calculation – see Exhibit A)

Break Even Estimate (attach calculation – see Exhibit A):

Exhibit A

Break-Even Analysis

ROCKY MOUNTAIN MINERAL LAW FOUNDATION					
SPECIAL INSTITUTE BREAK-EVEN ANALYSIS					
Registration Revenue Estimate Calculation			<u>Attendees</u>	<u>Rate</u>	<u>Revenue</u>
Member Early					
Member Full			-	-	-
Non-Member Early			-	-	-
Non-Member Full			-	-	-
Government Early			-	-	-
Government Full			-	-	-
NGO Early			-	-	-
NGO Full			-	-	-
					-
Revenue					
Registration					-
Sponsorships					-
Course Materials					-
Total					-
Expenses					
Direct Wages					-
Supplies					-
Publicity					-
Meets & Program					-
Postage and Shipping					-
Speakers/Chairs					-
Functions					-
Course Material					-
Other					-
Total					-
ESTIMATED GAIN/(LOSS)					
					-

Exhibit B

Co-Sponsorship, Partnership, and Sponsorship Policies

A. SPONSORSHIPS BY FIRMS AND COMPANIES

Approved by the Board at its March 12, 2019, meeting.

Except as provided below, the Foundation staff may not solicit or accept sponsors from firms or companies for programs without prior Board approval. This restriction does not replace, limit, or restrict the ability of the Foundation to enter into co-sponsorships or other relationships related to other organizations' programs, joint programs, co-sponsorship, or with a supporting organization, pursuant to the resolutions of the Board adopted on September 12, 2014.

Despite the foregoing, the Foundation may solicit and accept sponsorships from firms and companies and may increase the price in reasonable amounts for sponsorships for regularly recurring programs for which the Foundation has accepted sponsorships in the past, including the Annual Institute, the Special Institute on International Mining and Oil & Gas Law, Development, and Investment, and the Petroleum Marketing Attorneys' Meeting.

B. CO-SPONSORSHIP ARRANGEMENTS

Approved by the Board at its September 12, 2014 meeting.

1. **Other Organizations' Programs.** The Board must approve the use of the Foundation's name on another organization's conference. It is the Board's practice to see a reasonably complete program, with speaker names, before making this decision, and to ask that Foundation members receive the same discounted registration rate as members of the other organization. (Other requests may also be made, such as a free registration or a copy of the registration list.)
2. **"Joint Program"** means a conference in which all joint sponsors provide members of the program committee, all joint sponsors are actively involved in developing the program, all joint sponsors' members receive the member registration rate, and revenues and expenses are shared. A Joint Program requires Board approval; however, regularly recurring Joint Programs (such as the Short Courses) only require initial Board approval, but do not require renewed Board approval every year.
3. **"Co-Sponsorship"** means that the program is substantively enhanced by the presence of the co-sponsor. The co-sponsor may or may not be involved in developing the program. The co-sponsor's members may receive the member registration rate. Revenues and expenses are not shared.

At the time the Board approves a program, the Board should be made aware that co-sponsorship by a specified organization will be sought.

As an example, co-sponsorship by BLM or ONRR increases the likelihood of agency speakers and registrants, thus enhancing the experience for all registrants. There may or may not be an agency person on the program committee. Government employees do not need to receive the member registration rate because the government rate is lower.

4. **“Supporting Organization”** means that a third-party organization agrees to market the program, and in exchange its members will receive the member registration rate. The supporting organization has no involvement in developing the program. Revenues and expenses are not shared.

At the time the Board approves a program, the Board should be made aware that supporting organizations will be sought, but the Board does not need to approve the specific supporting organizations. The Special Institutes Committee and/or committee chair should approve specific supporting organizations before they are invited.