



Seattle Intellectual Property American Inn of Court

Guidelines and Resources for Inn Programs, 2013-2014

Introduction

The mission of the American Inns of Court is to foster excellence in professionalism, ethics, civility, and legal skills. The intent of the monthly programming is to instill that mission of excellence by promoting civility and the nobility of the calling to the profession, building relationships and integration between levels of members, and promoting positive peer pressure with respect to civility and ethics.

Programming Goals and Best Practices

- The Seattle IP Inn is focused on intellectual property law and practice. Pupilage Groups are encouraged to create programs that focus on or relate to IP topics.
- Groups are free to incorporate crossover topics as appropriate (e.g., tax or bankruptcy).
- Groups may also prepare programs focusing on more general topics within the mission of the Inns of Court (civility and ethics, mentoring, trial advocacy, etc.)
- Each Group may use any variety of materials and resources in creating its presentation. PowerPoint, video, photos, costumes, props, and handouts are encouraged.
- Each Group is allowed to choose its own topic and format.
 - Topics will be confirmed on a first-come basis (get your great idea on the calendar early!)
 - Vary the format – all skits get as tiresome as all presentations.

Achieving Excellence Benchmarks

- Monthly programs generally focus on practical legal skills.
- Monthly programs emphasize ethics, civility and professionalism in the practice of law.
- Programs include presentations of principles, techniques, and relationships involved in daily practice.
- Great programs also allow ample time for discussion by all Inn members.

Working with your Pupilage Group

- At least one Board Member will be assigned to each Group, and he or she will recruit a Group Leader by volunteer or nomination.
- You are expected to meet with your Group:
 - At least once in-person outside of regular Inn meetings, as well as e-mail and phone.
 - A dress rehearsal or practice run is often very helpful.
- Divide and assign tasks (writing parts of a script, preparing photos or slides, contacting a guest speaker, doing legal research).
- All Board Members are available to assist with ideas and logistics.
- Masters are expected to generally lead the group and be active in developing presentations
- Plan for the possibility that a scheduled presenter may no longer be available to participate.

Logistics

- Decide on your topic at least three weeks before the program, and email it to the Inn's Program Chair (Alina Morris, alina.morris@cojk.com).
- Email the agenda for your program to the Program Chair at least one week before your presentation (for CLE credit).
 - The agenda should include a title for the program, the name of each speaker, and an indication of the start and end time for the program.
 - If there are subparts to the program, such as where an individual speaker is responsible a particular subpart, the agenda should include the start and end times of each subpart and the name of the speaker responsible for the subpart.
- Appoint a member of the Group to keep speakers/panels on schedule.
- Assign two members to bring laptops if you plan to project slides or other materials.
- Our space is large! Keep the furthest table in mind when preparing slides and visuals.
- Test all laptops, the projector, and other devices before dinner begins (before 6pm).
- Introduce each member of the Pupilage Group who contributed to the program.
- Send the completed program and materials to the Program Chair, so that it can be posted on the Inn website and potentially submitted for consideration by the American Inns of Court Program Awards Committee.

Physical Resources Available for Programs

- Projector
- Screen
- Microphones
- Tables
- Lectern

Programming Resources and Ideas

Format

- Presentation
- Guest speaker
- Skits (New client meeting, negotiation, deposition, motion)
- Debate
- Panel presentation
- Television
 - Game shows: Jeopardy, Family Feud, Hollywood Squares
 - News shows
 - Reality shows
- Mystery theater
- Joint Inn meeting

Programming Resources and Ideas, Continued

Program Bank

- Pupilage groups are encouraged to consult the American Inns of Court program bank for reference as well as for the basis of a presentation.
- Log in and go to <http://www.innsofcourt.org/Store/Default.aspx>.
- Groups should keep in mind the need to make presentations creative and relevant.

Possible Topics and Format

- Guest speaker or co-presentation with Bar Counsel on ethics.
- Litigation with non-practicing entities (patent, copyright, and trademark examples).
- Confidentiality, NDAs, and trade secrets.
 - Have members sign various confidentiality agreements or waiver forms when they sit down to dinner, for discussion as part of the program.
- The “Daubert Report” (evoking the Colbert Report).
- Duty to disclose adverse case law.
- Get the student members involved with ideas. What is being taught and presented in law schools about current topics?
- Horror theme: zombie trademarks, genericide, orphan works, patent trolls, and abandonment.
- Guest speaker: psychologist or expert on jury selection and considerations.