

HOW TO PLAN AN LCLD

Learning Experience

How to Plan a Fellows Learning Experience

Hosting three dozen LCLD Fellows for a Learning Experience can be one of the most rewarding contributions an LCLD Member company can make to their future success. Not only are you providing Fellows with valuable insights and a rare opportunity to understand your industry, but you're showcasing your corporate values and living your commitment to the mission of LCLD.

To assist you, here's a step-by-step guide to hosting a successful LCLD Learning Experience.

Step 1: Contact LCLD to discuss the current calendar of Learning Experiences (LE) and your availability to host. LEs are usually scheduled about a year in advance.

Step 2: Find a date that works for your General Counsel and other leadership. Most Learning Experiences are hosted by the GC, at least in part. Other leaders of the company who often play a role include the CEO, CFO, Deputy GCs, Vice Presidents of Business Units, Marketing Directors, Diversity Directors, and others.

Step 3: Pick a date and start planning.



Things to Consider

Location. Is your compass easily accessible? Will Fellows be able to fly in or out easily? Is there something unique about this campus location?

Dates. LCLD does not schedule Learning Experiences in the months of March or October, to avoid conflict with our major Fellows meetings in those months. We also prefer to hold LEs at least two weeks apart. LE dates are first-come, first-served. In any given Fellowship year, our goal is for six or seven companies to host LEs.

Point of Contact. Your legal department should assign a primary point of contact responsible for planning the LE with the LCLD Programs staff.

Attendance. We ask host companies to plan for up to 35 Fellows, which doesn't include those working in your legal department, Fellows from the law firm hosting the Welcome Event, and LCLD staff. Attendance typically ends up at between 25 to 35 Fellows, so you should choose a venue that can comfortably accommodate a group this size.

Cost. We leave the budgeting for an LE completely up to the host company. Fellows pay their own travel expenses, and do not pay a registration fee to the company or to LCLD. Any attending LCLD staff also pay their own travel expenses.

Welcome Event. The Welcome reception should be hosted by a LCLD Member law firm. If your company forbids partnering with a law firm for such an event, you may host the event yourself. These events are usually

Things to Consider *[CONTINUED]*

not held at the law firm, but at a distinctive location unique to the city. Past Welcome Events have been held at restaurants, theaters, museums, botanical gardens, art galleries, speedways, and baseball stadiums.

Law firms are encouraged to invite their own attorneys to the Welcome Event, including the the Managing Partner, Office Managing Partner, Fellows Alumni, and Diversity/Recruitment personnel.

Meals. You should plan to serve a hot breakfast, lunch, and snacks (it's a long day!).

Agenda. When planning the agenda, it is important to think about what makes your company unique, and what makes it tick. Fellows are eager to learn more about you and the way your legal department interacts with other parts of the organization, so panel discussions usually include leaders from a variety of departments. Besides food, the only other requirement is that your Agenda include time and location for a group photo, to be posted on the LCLD website along with an article written by a LCLD staff member.

Photography. Will you have a photographer available to take a group photo? To cover the LE? If not, would you permit an outside photographer (under your and LCLD's supervision) to make photos?

LCLD Attendance. The LE will usually be attended by at least one LCLD staff member.

The Leadership Council on Legal Diversity

is an organization of more than 285 corporate chief legal officers and law firm managing partners—the leadership of the profession—who have dedicated themselves to creating a truly diverse US legal profession. Our action programs are designed to attract, inspire, and nurture the talent in society and within our organizations, thereby helping a new and more diverse generation of attorneys ascend to positions of leadership. By producing tangible results in the lives of talented individuals, we work to promote inclusiveness in our institutions, our circles of influence, and our society, with the ultimate goal of building a more open and diverse legal profession.

If you are interested in hosting a Learning Experience or the Fellows program in general, please contact Nichole Velasquez, Fellows Program Manager at nvelasquez@lclcdnet.com or 410.409.9008.



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DIVERSITY**

After the commitment to host a Learning Experience has been made, the real fun begins!

Suggested Timing for Planning

[__|__|__] *Start Date*

▶ **Six or more months ahead of time:**

- Begin drafting an Agenda
- Get on the calendar of any panelists or presenters
- Contact local LCLD law firms about hosting a Welcome Event

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▶ **Three or more months ahead of time:**

- Hold a conference call with the LCLD Programs team to discuss next steps and ask questions
- Rough Agenda is complete, with the beginning and ending times set
- Discuss details of Welcome Event with hosting law firm and LCLD Programs team
- Decide on a nearby hotel for Fellows, secure a room block for attendees
- Begin arranging for any transportation needs (from hotel to Welcome Event, hotel to LE location)

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▶ **Eight weeks ahead of time:**

- RSVPs open for the LE, announced in LCLD Fellows Weekly
- Finalize Welcome Event
- Identify who from the company will attend Welcome Event
- Provide LCLD with a hotel reservation link

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▶ **Six weeks ahead of time:**

- Draft agenda is complete, shared with LCLD
- Provide LCLD with any security protocols for entering building, parking
- Confirm Fellows transportation to and from hotel

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▶ **Three weeks ahead of time:**

- Tentative RSVP list and dietary restrictions are provided by LCLD

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▶ **Two weeks ahead of time:**

- Final agenda is provided to attendees

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▶ **One week ahead of time:**

- Final RSVP list is provided by LCLD
- LCLD provides a week-before email to all attendees with logistics for the LE

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▶ **The day before:**

- Print nametags (provided electronically by LCLD)
- Changes to attendee list provided by LCLD
- Attend Welcome Event