



Counsel Meeting Incentives



DRI delivers **resources** to build your practice ■

Guidelines for Counsel Meetings

Purpose of Counsel Meetings

Many corporations and insurers, in order to educate their outside counsel on the company's expectations or on-going matters of significant interest, hold "fly-in" meetings of their counsel frequently at great expense.

In an attempt to accommodate the needs of such companies and also increase attendance and interest in DRI events, we offer corporations the opportunity to host meetings of their counsel in conjunction with the conference. This results in substantial savings for the companies, who no longer bear the expense of hosting "fly-in" meetings under the new DRI program. Those companies also have the opportunity to earn incentives such as free conference registrations for several of their employees.

What Sponsoring Corporations Will Do

1. They must hold a meeting of outside counsel in conjunction with a DRI seminar or annual meeting. The meeting must take place at the seminar hotel and must be scheduled outside of regularly scheduled seminar events. Most sponsoring companies typically schedule their meetings the day before the seminar, the afternoon of the last day of the seminar after adjournment or on limited occasions, during the scheduled lunch time or evening of the seminar after the conclusion of the DRI sponsored cocktail party.

Note: The meetings of counsel *must* be held in order for the company to be eligible for the incentives outlined below.

- **Counsel meetings must convene in the function space assigned by DRI. Exceptions to this policy must be approved by DRI.**
- **Additionally, companies holding counsel meetings must return the completed DRI counsel meeting sign-in sheets at the conclusion of their meeting in order to receive their earned credit incentives.**

2. At least 60 days before the seminar, the sponsoring corporations will send a letter to all of their counsel advising them of the counsel meeting, inviting their counsel to attend both the counsel meeting and the DRI seminar and advising counsel that the author will be attending the DRI seminar. The DRI brochure for the seminar should accompany the letter.

3. At least 21 days before the seminar, the sponsoring corporation will send a follow-up letter to those counsel who have not accepted the initial invitation to attend the meetings, again inviting them to attend.

4. Forward a sample copy of the invitation to Beth DeMars, DRI Senior Meeting Services Coordinator, at the email address below. The invitation list including invitee email addresses, should also accompany the sample letter. This list will be used in two ways: to track attendance of those counsel meeting attendees registered for the seminar, and to assist in marketing your counsel meeting and the seminar which potentially will increase your earned incentive credits.

5. Please coordinate meeting room requirements with Beth DeMars.

Lisa Sykes
Director of Meeting Services
Email: lsykes@dri.org
Phone: 312.698.6233

Beth DeMars
Senior Meeting Services Coordinator
Email: bdemars@dri.org
Phone: 312.698.6234

I. Credits

2013 Counsel Meeting Incentive Program for DRI Events

DRI will provide meeting space, actual roundtrip airfare (up to \$500; change fees and baggage fees are not reimbursable), hotel accommodations (2 nights at the seminar rate), and complimentary registration for one corporate employee, so long as the corporation achieves at least 5 paid registered attendees at the seminar/event at which the counsel meeting is held.

IMPORTANT NOTE: In order to be eligible for a complimentary registration, the individual must be an employee of the corporation. Outside counsel are not eligible for the complimentary registrations.

Number of Seminar Attendees

Total of **5** registered outside counsel

Total of **10** registered outside counsel

—Original 5 attendees plus
5 additional attendees

Total of **15** registered outside counsel

—Original 5 attendees plus
10 additional attendees

Total of **20** registered outside counsel

—Original 5 attendees plus
15 additional attendees

Total of **25** registered outside counsel

—Original 5 attendees plus
20 additional attendees

Total of **30** registered outside counsel

—Original 5 attendees plus
25 additional attendees

Total of **40** registered outside counsel

—Original 5 attendees plus
35 additional attendees

Total of **50** registered outside counsel

—Original 5 attendees plus
45 additional attendees

Total of **75** registered outside counsel

—Original 5 attendees plus
70 additional attendees

Total of **100** registered outside counsel

—Original 5 attendees plus
95 additional attendees

Total Incentives/Credits Earned

Meeting space, roundtrip airfare, hotel accommodations, and complimentary registration

Meeting space, roundtrip airfare, hotel accommodations, and complimentary registration PLUS 1 credit

Meeting space, roundtrip airfare, hotel accommodations, and complimentary registration PLUS 2 credits

Meeting space, roundtrip airfare, hotel accommodations, and complimentary registration PLUS 3 credits

Meeting space, roundtrip airfare, hotel accommodations, and complimentary registration PLUS 4 credits

Meeting space, roundtrip airfare, hotel accommodations, and complimentary registration PLUS 5 credits

Meeting space, roundtrip airfare, hotel accommodations, and complimentary registration PLUS 7 credits

Meeting space, roundtrip airfare, hotel accommodations, and complimentary registration PLUS 9 credits

Meeting space, roundtrip airfare, hotel accommodations, and complimentary registration PLUS 14 credits

Meeting space, roundtrip airfare, hotel accommodations, and complimentary registration PLUS 19 credits

II.

Incentives and Credit Cost

Incentives	Credit Cost
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Audiovisual:

Audiovisual to include: Screen, LCD projector, podium microphone, and two table microphones.

The corporation conducting the counsel meeting must provide its own laptop computer.

1 - 40 attendees	1 credit
41 - 60 attendees	2 credits
61 - 90 attendees	3 credits
91+ attendees	6 credits

Beverages/Light Snacks:

Coffee service and **soft drinks** are provided; alcohol and bottled water are not included.

Morning snacks—juice and assorted pastries.

Afternoon snacks—assorted cookies, brownies, jumbo hot pretzels and rice krispie treats.

1 - 20 attendees	1 credit
21 - 40 attendees	2 credits
41 - 60 attendees	3 credits
61 - 80 attendees	4 credits
81 - 100 attendees	5 credits

Complimentary Registration, Housing and Travel:

Complimentary Seminar Registration per additional in-house person	1 credit
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Reimbursed travel expenses per additional in-house person <i>(two hotel nights at the seminar rate and actual roundtrip airfare up to \$500; change fees and baggage fees are not reimbursable)</i>	3 credits
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DRI Counsel Meeting Confirmation Form

You must return this form to confirm your meeting.

Seminar Title _____ Dates _____

Hotel/City _____

Contact Info

Counsel Meeting Sponsor _____

Address _____

Contact Person _____ Telephone _____

Fax _____ E-mail _____

Tentative Logistical Details

Number of counsel to be invited _____ Number of counsel *expected* to attend _____

Preferred **day and time** for meeting _____

(cannot conflict with any DRI event, including 5pm faculty meeting on the Wednesday before the seminar begins)

Invitation Mailing

In what format are you sending out invitations? Mail E-Mail

If you are sending your invite via mail and would like to include a seminar brochure please indicate the number of brochures you would like us to provide: Qty. Needed _____

Room format *(please check one):*

School room *(long tables and chairs)*

Theater *(chairs only)*

Roundtable *(8-10 per table)*

U-shaped *(maximum approximately 40)*

Audiovisual Needs *(at sponsor's expense):*

Power Point set-up Overhead projector Slide projector Other _____

Food and Beverage Needs *(at sponsor's expense):*

Yes No If yes, please indicate your request *(I will put you in touch with our hotel contact):*

Confirmation

On behalf of the Counsel Sponsoring Corporation-Insurer, it is hereby agreed that in consideration for becoming a Counsel Sponsor, DRI will provide complimentary registrations to the Sponsor's in-house counsel. Sponsor agrees to send letters of invitation and registration brochures to its counsel members encouraging their attendance at the DRI seminar in conjunction with its Counsel Meeting. Sponsor agrees to pay all food/beverage and audiovisual charges associated with its Counsel Meeting.

Date _____ Signature _____

Send to: Beth DeMars, Senior Meeting Services Coordinator
DRI
55 West Monroe, Suite 2000
Chicago, IL 60603
bdemars@dri.org | 312.698.6234 | Fax: 312.252.0998