



2021 Call for Presentations Checklist

P.O. Box 29007

Henrico, Virginia 23242

804-316-5271

virginiamediationnetwork@gmail.com

Last Name: _____ First Name _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Website: _____

Required Documentation for Workshop Submission:

- Session Title: _____
- Session Description (One paragraph, 3-5 sentences to be included in program marketing materials)
- Biography of Presenter(s) (One paragraph, 3-5 sentences to be included in program marketing materials)
- Completed ADR Form 2001 CME Application (Completed & signed, scanned copies can be emailed to virginiamediationnetwork@gmail.com or mailed to address listed below. The form can be downloaded at [Forms and Applications Used for Mediation \(vacourts.gov\)](#))
- Course agenda with exact times to be spent on each subject specified
- Copies of all handouts, worksheets, role plays, power point presentations, etc. that will be included in presentation.

Speaker Proposals are being accepted until **July 15, 2021** (until June 15, 2021, for CLE eligible courses). Full Presentations are required when submitting program proposal as these materials are needed for both the CME and CLE application process. Please return all materials to Virginia Mediation Network at :

virginiamediationnetwork@gmail.com

or mail documents to:

VMN

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