

EXHIBIT “A”



Federal Bar Association

Date: November 16, 2022 [Planning meeting] / March 1, 2023 [Date of event]

To: FBA Law Student Chapter
[Date] Panel on In-House Careers
[Time and location]

[List here each of your contacts on the planning committee, including your law student leaders, your law school administrators, and Professional Chapter leaders who have agreed to help out. You can go ahead and list their e-mail addresses here as well, so that you always have them in one place. Below is a sample of what we assembled for the Utah event]

University of Utah S.J. Quinney College of Law:

Liz Cook - Utah FBA Law Student Chapter President (Liz.Cook@law.utah.edu)
Arturo A. Thompson, Assistant Dean of Career Development (arturo@law.utah.edu)
Cynthia Lane, Assistant to Dean Thompson (cynthia.lane@law.utah.edu)
Kristina Monty, Associate Director (kris.monty@law.utah.edu)

Brigham Young University J. Reuben Clark Law School:

Jennifer Kimball - BYU FBA Law Student Chapter President (jennk785@law.byu.edu)
Jessica Craig - BYU FBA Law Student Chapter (jcraig29@law.byu.edu)
Glen Collyer - Director of Career Development Office (collyerg@law.byu.edu)

Jenifer L. Tomchak, Esq. - Tomchak Skolout - FBA Younger Lawyers Division
Immediate Past President (jen.tomchak@tomchaklaw.com)
Stewart Michael Young, Esq. - AUSA USDOJ - Utah FBA Professional Chapter
President 2022 (stewart.young@usdoj.gov)
Tyler Green, Esq. - Consovoy McCarthy PLLC - Utah FBA Professional Chapter
President-Elect 2023 (tyler@consovoymccarthy.com)

From: [Your name(s), contact information]

**Re: Working Memorandum on [your law school] FBA Law Student Chapter –
Panel on In-House Counsel Careers**

[In advance of planning meeting, FBA Law Student Chapter to have met with law school administration to obtain approval of effort, scope out law school support, and to identify suitable date and time for event and to reserve meeting room]

AGENDA for First Planning Zoom Conference for [Event date, time, place]: ([Planning meeting date, time]): [Zoom link]

[FBA Law Student Chapter Leader:

Introduce self and role

Explanation of vision for event

How we all can help]

(1) Specific times and physical locations for the panels:

(2) Ideas for *potential* IN-HOUSE CAREERS panelists (in no particular order):

POTENTIAL PANELISTS:

[Names and contact information / identify who specifically will reach out to prospective panelists / discuss reasonable timeframe for hearing back]

FIRST ROUND OF INVITATIONS:

[Stage invitations so as not to overbook / this list may continue to change until you have collected the names and contact information of all panelists who have confirmed their participation / be sure to credit and thank within your planning committee the person(s) who invited the prospect – you can do that right here in the working memo]

(3) Amenities: Lunch during panel? Snacks? Drinks? Pizza? Hors d'oeuvres?

What lunch will bring-in the biggest law student attendance?

(4) Budget: Local Professional Chapter support? Law schools support?

Need to establish budget - based on estimated attendance - need Chapter leader and law school input on this

Then need to ask well in advance if Professional Chapter would underwrite cost of that lunch or reception

(5) Special Invitees:

(6) Invitations –

Be thinking about:

Best means to get word out?

GroupMe / Slack

TVs around law school

Newsletter

Word-of-mouth

Email

(7) Panel Moderator –

FBA Law Student Chapter officer or member?

Professional chapter member?

Professor?

Other?

(8) Developing questions for the panelists

Ask your Law Student Chapter members for their ideas on questions for your panelists?

See also the list of potential questions below.

(9) Other ideas?

Using Slido (<https://www.slido.com/>) or other platform to allow attendees to ask the panelists their own questions after the moderators planned questions? Some have noticed that more questions were asked when this sort of method was used rather than just having students raise their hands.

(10) “Deadlines” [Sample shown here, but you will need to set your own timeframes and let your planning committee know them]

To identify Panel Moderators:	Year-end 2022
To confirm Panelists:	Year-end 2022
To identify Lunch Lead:	Year-end 2022
[Law School designee for event logistics, Law Student Chapter leaders or designee]	
Invite local FBA Professional Chapter leaders to event	Year-end 2022
To confirm lunch plan:	End January 2023
To finalize proposed questions to Panelists:	End January 2023
For moderator to circulate proposed questions to Panelists:	First week February 2023

To confirm Panelist participation, and to get them: End January 2023
details on panel,
address for panel presentation,
address for parking lot,
any necessary details on entering into building,

To ask Panelists for: Mid-January 2023
bios;
digital headshots?;
responses to our questionnaire?;
license plate number if needed for parking access at the law school?

Collect short (a few sentence to one paragraph) bios
on each moderator and panelist
If there is to be a Q&A session for the students, any logistics to think about (like standing mic, hand-held mic, if needed?)

To send thank you notes to each of the Panelists: Within one week
after event

Sample event “marquee” information for distribution:

[Once you have all of your participants identified and confirmed. A sample follows]

FBA Law Student Chapter Panel on IN-HOUSE LEGAL CAREERS:

Location: **University of Utah S.J. Quinney College of Law**
Date and Time: **Wednesday, March 1, 2023, 12:15 p.m.**

Moderator: **Jennifer Kimball** (BYU FBA Law Student Chapter President)
Panelists: **Rebecca Ryon**, Esq. of eBay
Aida Neimarlija, Es. of the Larry H. Miller Real Estate Group
Brian Watts, Esq. - Deputy General Counsel, University of Utah

Other (Not necessarily part of “marquee” information for distribution):

Event Contact: Law Student leader (or law school administrator)
Reception Lead: [Law school person]
Other notes: No filming or recording
Zoom channel link? – BEAR IN MIND – Perhaps offer Zoom only if you
have a distant law school that is participating, and they cannot practically

make it in-person. You would not want to make a Zoom link available to all, and have your Panelists disappointed by arriving to an empty room.

Sample questions for the Panelists:

Longer-Answer Questions:

What do you know now that you wish you knew as a law student?
What do you think is the ideal career path to being an in-house counsel?
For those on the panel who made the transition from practicing in a law firm to your in-house counsel position, how does your in-house position differ from your former private practice position?
What classes did you take, or would you recommend to a law student, that are particularly helpful in the context of an in-house legal position?
What are you looking for when looking to hire more junior in-house attorneys?
What are you looking for when you are looking to hire a law firm or any attorney in private practice to represent your organization?
What do you love about being in-house counsel, and what do you not love?
How do big business in-house roles differ from smaller business in-house roles?
Please describe your typical day in your current position.
What do you find most challenging about working in-house?
What do you find most enjoyable about your position?
Is it important to have a mentor? If you had one, how did you find the mentor?
If someone is interested in a career similar to yours, what advice might you give them?
What do you love about being in-house counsel, and what do you not love?

Speed Round Questions (one or two sentence answer):

Favorite place to hang out in SLC?
Favorite place to hang out anywhere in Utah?
Favorite dive restaurant in SLC area?
Best law school memory?
What inspired you to go to law school?

Leave to Moderator, possibly after conferring with Panelists?:

What questions to ask?

In what order? (in a set order, or just ask them to go with the flow as to when they seem appropriate?)

Add-in more fun speed-round questions? When to do so?

RUN OF SHOW – Short Form (for Panelists and Law School administration who would benefit by knowing the basics):

12:00 pm – [First Name]: Welcome. Introductions. Welcomes *en masse* special guests.

[Proceeds to read biographies of panelists and moderator]

[Someone else designated to read bios, making sure to nail-down any difficult pronunciations well in advance?]

12:10 p.m. [Turn it over to Moderator]

[Proceeds to ask questions, cultivate conversation]

12:50 pm [OPTIONAL] – [Moderator to announce Q&A period with questions from the audience]

12:58 p.m. [Turn over to designee for closing remarks]

[END]

RUN OF SHOW – Longer Form (for Introductions Designee, Moderator, Closing Designee):

[Any necessary microphones, waters in place for moderator and panelist?]

12:00 pm – [First Name] – Welcome

[Introduce self. Explain role in FBA Law Student Chapter]

[Perhaps speak a little about your FBA Law Student Chapter / benefits of being a member, free membership for law students / upcoming events?]

[Consider: Welcoming them to continue eating during the panel?
Ask that they silent cell phones?
Remind them no video or recording?]

We would like to first thank all of our moderator and panelists

Took time out of their busy lives to be here today to share with you law students a little insight into what it is like to have a legal career in -house

This program has also been made possible by [your law school, and the law school lead who helped guide you along the way]

Thank you to our law school for its support and for hosting this event

Also vital to this effort has been the vital support of the [local FBA Professional Chapter]. Not only volunteered their time but also their financial support in the form of our (lunch, or refreshments).

[We would like to thank the leaders of the [local FBA Professional Chapter]who are here today:]

[Names]

[Acknowledge local or national FBA Leaders in attendance:]

[If any known]

And most importantly- this program made possible by your **STUDENT LEADERS:**

[Name them]

[Either turn to reading biographies, or turn it over to a second person who might do so]

[Then turn it over to Moderator]

12:10 p.m. - [Moderator to begin asking questions to panelists. We learned from prior panels that it is best, and avoids awkward silences, if Moderator directs questions to specific panelists as opposed to throwing a question out there to see who will answer it]

12:50 pm [OPTIONAL] [Moderator announces Q&A period for audience]

12:58 p.m. [Moderator turns over to designee for Closing remarks]

[Thank moderator and each panelist by name]

[Ask for round of applause]

[Thank those who attended, and close]

[END]