



Sponsor & Speaker Information Packet

ACC Greater Philadelphia Chapter
16th Annual
In-House Counsel Conference

April 18, 2024
Pennsylvania Convention Center
1101 Arch Street
Philadelphia, PA

Conference Overview

Thank you for participating as a sponsor or speaker in this full-day CLE conference for ACC Greater Philadelphia members.

Registration will take place in the foyer on the 13th Street Concourse. We will have 4-5 concurrent CLE sessions running during five separate time slots over the course of the day. Assigned rooms are all on the 13th Street Concourse. Final room assignments will be confirmed separately closer to the conference date.

Exhibitor tables for sponsors will be set up in the Foyer on the concourse. Breakfast, and a cocktail reception will be held in the 13th Street Concourse foyer as well. Lunch will be held in a nearby meeting room.

Speakers are invited to attend the full conference. Exhibitors may attend breakfast, lunch, and cocktails. No more than four representatives from each sponsor may attend the conference (includes speakers and exhibitors - note that your in-house speakers do not count towards your total). Speakers or exhibitors who leave early or arrive late may not substitute alternate attendees for the remainder of the conference. We request that attendees always display their name badges. Please have all your attendees (speakers, sponsors, marketing reps) register no later than April 5th to have a name badge.

Contact Information

Conference Chair:

Frank Borchert

ACC Greater Philadelphia President-Elect & Chairperson, Council of Practice Networks

Email: frank.borchert@bestegg.com

Phone: (302) 449-4905

Chapter Administrator:

Denise Downing, CAE, CMP

Email: ddowning@accglobal.com

Office Phone: (267) 597-3820

Cell Phone: (856) 912-4122 (for evening before and day of event)

Conference Date & Location

DATE: Thursday, April 18, 2024

LOCATION: Pennsylvania Convention Center
1101 Arch Street
13th Street Concourse
Philadelphia, Pennsylvania, 19107
Tel: 215-418-4807

PARKING: There is ample parking around the Convention Center.
To find a garage, please go to www.conventioncenterparking.com

AGENDA:

7:15 – 8:30 a.m. Registration/Breakfast/Exhibitors

7:25 – 8:25 a.m. Pre-Conference Ethics CLE Breakfast
Lawyers Concerned for Lawyers

8:40 – 9:40 a.m. Session I

<i>Fisher Phillips</i>	<i>Employment & Labor (GC Track)</i>
<i>Armstrong Teasdale LLP</i>	<i>Intellectual Property</i>
<i>Blank Rome LLP</i>	<i>Litigation</i>
<i>Stevens & Lee</i>	<i>Real Estate</i>
<i>Reed Smith</i>	<i>IT, Privacy & eCommerce</i>

9:55 – 10:55 a.m. Session II

<i>Fisher Phillips</i>	<i>IT, Privacy & eCommerce (GC Track)</i>
<i>Cozen O'Connor</i>	<i>Employment & Labor</i>
<i>Dailey LLP</i>	<i>Litigation</i>
<i>Stradley Ronon</i>	<i>Banking & Financial Services</i>

11:10 – 12:10 p.m. Session III

<i>Cozen O'Connor</i>	<i>Corporate & Securities (GC Track)</i>
<i>Dechert LLP</i>	<i>Health, Biotech & Pharma</i>
<i>Fisher Phillips</i>	<i>International</i>
<i>Ogletree Deakins</i>	<i>Employment & Labor</i>
<i>Ballard Spahr LLP</i>	<i>Banking & Financial Services</i>

12:15 – 1:30 p.m. Luncheon & Tech Demos

1:45 – 2:45 p.m. Session IV

<i>Dechert LLP</i>	<i>Banking & Financial Services (GC Track)</i>
<i>Hogan Lovells</i>	<i>Corporate & Securities</i>
<i>Montgomery McCracken</i>	<i>Litigation</i>
<i>Saul Ewing</i>	<i>Employment & Labor</i>

3:00 – 4:00 p.m.

Session V

Troutman Pepper

Womble Bond Dickinson

Shook Hardy & Bacon

Obermayer Rebmann

Health, Biotech & Pharma

Intellectual Property

Litigation

Contracts & Commercial

4:00 – 5:15 p.m.

Cocktail Reception/Exhibitors

(Sponsor Drawings/Raffles)

A separate confirmation will be sent to each speaker or sponsor with the specific room location closer to the conference date.

Speaker Information

Speakers should arrive at least 30 minutes prior to their presentation time. Please check in at the registration desk upon arrival to obtain a name badge.

Each presentation is scheduled for sixty minutes. It is important to keep presentations within the time limit, including any time intended to take questions.

ACC Greater Philadelphia will provide a PC laptop, projector and screen for Power Point presentations. Each room is set up with a panel table in the front of the room on a riser with a podium and microphone plus four table microphones. Speakers should **not** bring their own laptop. Any other AV needs must be brought to the attention of the Chapter Administrator as soon as possible (i.e. if your presentation includes video clips, needs sound etc.). If you need anything out of the ordinary, we need to know as soon as possible.

Panels should be a maximum of four people only and diversity on the panel is appreciated. Presentations must be approved well **in advance** of the conference by a practice area network chair and provided electronically to the Chapter Administrator. All presentations will be posted on the conference mobile app and the ACC Greater Philadelphia website. All final presentations should be emailed to the ACCGP office by March 22, 2024. Any presentations not received by this date are not guaranteed to be posted in time for the conference.

Power Point presentations should be formatted using the ACC Greater Philadelphia's template in wide screen format. Please contact a Practice Committee Co-Chair or Chapter Administrator if you need the template.

Please ensure font sizes on Power Points are easily legible from a distance. Room sizes vary and will be assigned based on pre-registration attendance. Please be aware of the size of your room and speak loud and clear INTO the microphone to be heard in the back of the room.

***Important Note:** The IHCC is paperless again this year and utilizing a mobile app. We will be communicating to members in advance of the conference that no hard copies of any handouts/presentations will be provided at the conference. Instead, ACC Greater Philadelphia members will be able to access all course materials on their various mobile devices via the mobile app or download and print the materials ahead of time through the ACC Greater Philadelphia website. Therefore, sponsors will NOT be required to bring any printed copies of their course materials this year.

Speakers are invited to attend all or part of the conference. Please see previous information on registering.

CLE Credits

ACCGP will handle all CLE course approvals and attendee CLE credit submissions for PA and DE. NJ is reciprocal self-reporting.

ACCGP will generate QR Codes for each session. Session evaluation and CLE forms will be accessible 15 minutes prior and 15 minutes after each session (30-minute window). Any speakers requiring CLE credit will be required to scan the QR code.

The QR codes will be inserted as the final slide into each presentation by the ACCGP office. Therefore, speakers must use the final, submitted presentation for their session. If you bring an updated presentation file, the QR code will not be included and attendees will have difficulty receiving their CLE credit.

Exhibitor Information

Exhibitors will be provided with one six-foot table and two chairs. No more than two representatives from each sponsor may attend as exhibitors. No more than four representatives from each sponsor may attend the conference (includes speakers and exhibitors - note that your in-house speakers do not count towards your total). Please try to ensure tables are attended throughout the day.

Marketing materials and give-aways may be distributed to conference attendees. If exhibitors wish to ship materials in advance, please follow the instructions below. We expect approximately 600 attendees this year, so please plan on ordering enough items (approximately 600-750). In 2023, we had over 700 registrations.

Your firm name **MUST** be marked clearly on the outside of all boxes/items, so that we know where to put them. Materials must be received between April 8-12, 2024 by SBSC (no earlier, no later).

Ship to:

Chris Springfield
(HOLD FOR ACCGP – IHCC)
SBSC
122 E. Kings Hwy., Suite 504
Maple Shade, NJ 08052
Phone: 856-234-8059

Exhibitors not shipping materials or who wish to bring a table display or marketing materials on the evening before (April 17th) or the morning of the conference may do so. You must use the doors on 13th Street. You may pull up, put your flashers on, unload and then go park. Set-up on April 17th is between the hours of 4:00-6:00 p.m. (Overnight security will be provided) and the morning of April 18th from 6:30-7:30 a.m.

Breakdown is immediately following the cocktail reception and it's the sole responsibility of the sponsor/vendor to make all arrangements for such. All sponsors/vendors must bring their own supplies to pack, tape and label any outgoing boxes. Once prepared, boxes should be placed by the 13th Street exit. ACCGP will drop off all boxes at FedEx (not UPS).

Exhibitors are welcome (and encouraged) to hold a drawing or raffle for a prize. Business cards or a QR code scan requesting information from members may be collected for this purpose. All drawings will be held during the cocktail reception at the end of the day and winners must be present to win. Sponsors will be called up to the microphone to draw the winning card and prize must be presented at that time.

Important Deadlines for April 18th IHCC:

- February 16 Finalized Session Information
- Send to designated Practice Area Network contact
 - Title
 - Brief Description (2-3 sentences)
 - Speaker names, titles, company information, headshots and email addresses
- March 8 Draft copy of presentation due (on ACCGP template)
- Send to designated Practice Area Network contact
- March 15 Tech Demo Logistics Due (Tech Vendors Only)
- Send to Denise Downing (ddowning@accglobal.com) and Joe Nullmeyer (joe.nullmeyer@itmmi.com)
 - AV needs
 - Brief description of products
 - Name and title of presenter
- March 22 Final presentations due
- Send to designated Practice Area Network contact
- March 22 Program book ads due (High resolution JPEG)
- Send to Denise Downing (ddowning@accglobal.com)
 - Diamond Sponsor – Full Page Ad (8" wide x 10" high)
 - Emerald – Half Page (8" wide x 5" high)
 - Platinum – Quarter Page (4" wide x 5" high)
 - Gold – Quarter Page (4" wide x 5" high)
 - Non-Sustaining Partners must purchase ad separately
- April 5 Deadline for Sponsor Registration (link to be provided later)
- April 8-12 Marketing Materials to SBSC
- April 17 Exhibitors to set-up marketing tables (4:00 – 6:00 p.m.)
- April 18 IHCC
- Sponsor Table Set-Up: 6:30 – 7:30 a.m.