

AMERICAN BAR ASSOCIATION**SECTION OF INTELLECTUAL PROPERTY LAW**321 North Clark Street
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gregoryh@staff.abanet.org**TO: PROGRAM SPEAKERS / MODERATORS****FROM: Nathaniel K. Hooker, Meetings Assistant****DATE: December 9, 2008****RE: The 24th Annual Intellectual Property Law Conference**

Thank you for agreeing to participate as a speaker in the Spring CLE program, *The 24th Annual Intellectual Property Law Conference*, April 1-4, 2009 at the Crystal Gateway Marriott Hotel in Arlington, Virginia.

Please review the enclosed meeting information carefully. The speaker response and release forms can be accessed by clicking on the link in the body of the email you received. They are in interactive pdf format, which means you are able to fill them in online, then click "Submit". They are also attached here if you wish to fill them in manually. Please complete and return the speaker response and speaker release forms, along with a biographical sketch, no later than Friday, **February 6, 2009**. The written papers are due in electronic format by **February 6, 2009** as well.

If you have any questions or need assistance, please contact me directly by phone at 312/988-6268, or by e-mail at hookern@staff.abanet.org or Fax: 312/988-6800.

The ABA-IPL Section staff looks forward to working with you on this program.

Enclosures:

- Speaker Information and Guidelines
- Sample Title Page
- Permission Request Guidelines and Request Form
- Speaker Response Form
- Speaker Release Form
- Biographical sketch format instructions

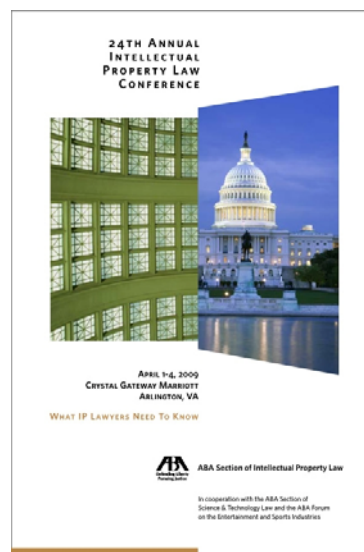


THE ABA SECTION OF
Intellectual
Property Law

In cooperation with the ABA Section of Science & Technology Law

Essential Speaker Information & Guidelines

The 24th Annual Intellectual Property Law Conference



April 1-4, 2009
Crystal Gateway Marriott Hotel
Arlington, Virginia

Essential Program Materials Guidelines

Please Read Carefully

Program Materials

The distribution of written materials is an essential condition for CLE (Continuing Legal Education) credit in states that have mandatory CLE requirements. Unless arrangements have been made with your moderator, each speaker is asked to submit a paper or comprehensive outline in advance of the program to be included in the course materials published on CD-ROM as searchable PDF files. Only original papers will be published and distributed. Papers should be submitted as an e-mail attachment in electronic format, in Word (or WordPerfect), directly to Nathaniel Hooker at ABA staff offices, at hookern@staff.abanet.org Please contact your panel moderator to coordinate appropriate course material submissions for your panel.

Papers should contain citations, background material, perhaps definitions, illustrative charts or tables, and a bibliography of related materials. Duplicates of existing printed materials, including statutes, Federal Register material, PTO publications, House or Senate Bills, etc. will **not** be included. Rather, the speaker is asked to summarize the contents of such items within the text of his or her written paper and cite such items. The Program Co-Chair reserves the right not to reproduce previously published materials.

The course material CD-ROM will be sold as a free-standing publication to people who cannot attend the program, and will be used by program participants as a reference guide after the program. Your outline or paper must be sufficiently detailed to be of use to readers independent of your live presentation and should be a good summarization or representation of the current state of the law in the area of your speech topic.

Format

Program materials appear on the CD-ROM in PDF format exactly as submitted. *Non-electronic pamphlets, books, poor photocopies, and fax copies will not be used.*

Guidelines for submission of original papers and outlines are as follows:

- originals in electronic format (Word, PowerPoint, WordPerfect, PDF, etc.) - no copies - no faxes
- Page setup: 8-1/2" x 11" letter-size, portrait orientation, for text; visual presentations can be landscape orientation.
- Single-spaced unless using outline format
- 1" margins on all four sides.
- title page to conform to enclosed sample
- no references to authors or their firms in the text, except for reference to other publications, presentations, etc.

Program Materials Deadline

The absolute deadline for submission of program materials as set forth above, is Friday, February 6, 2009. Because it takes a certain amount of time to organize materials, convert them to PDF format, proof the links, prepare them for the CD glass master, and duplicate them, please adhere to the February 6 deadline. Earlier is better. *Please note:* Individuals who fail to submit their program materials by the deadline date will be responsible for reproducing and distributing their own materials, at their own expense. These materials will not appear on the CD-ROM. However, they may be posted to the Section website after the program **Individuals will not be reimbursed for materials they reproduce themselves or for materials that are submitted late. Program materials will not be reproduced on-site due to cost.**

Speaker/Copyright Release Form

Please complete the speaker release form that is included as a link in the email. Each speaker is required to sign a standard ABA speaker release form for his/her participation in the program, granting the ABA a non-exclusive license to publish and/or audiotape and/or videotape and/or broadcast via teleconference materials and comments for purposes of the program at which it is used and dissemination of materials to non-registrants. The author is free to use the materials again in other presentations he/she may make, without needing permission from the ABA to do so. **If you include any previously published materials, other than those in the public domain, you must obtain written permission for us to reprint those materials.** A Permission Request Form is enclosed for your use, should you intend to use previously copyrighted works. We cannot include materials without receipt of these signed forms from each speaker.

Speaker Response / Audio Visual Request Form

Please complete the speaker response form that is included as a link in the email. The response form allows you to indicate whether or not your presentation requires a/v equipment in addition to the list of provided equipment, and whether you plan to attend any of the luncheons or receptions.

Biographical Sketch

Please forward a brief narrative biographical sketch to be used for introductory purposes, and for inclusion in the program materials on CD-ROM. Format this sketch according to the attached Biographical Sketch Guidelines. Send your bio sketch to hookern@staff.abanet.org as an e-mail attachment in Word (or WordPerfect) format. (You may fax it to 312/988-6800 if you do not have e-mail access.) **Do not wait until the February 6 deadline to provide your bio sketch**—e-mail (or fax) it to us at your earliest convenience to allow time to process it.

Speaker Registration

Speakers do not have a registration fee for this Conference. You need not complete a registration form for the Conference.

Each speaker and moderator is entitled to one complimentary ticket each for the Thursday, April 2, Friday, April 3, and Saturday, April 4 luncheons. In order to receive a complimentary ticket to the luncheons, you must submit your request for ticket(s) in advance by checking the appropriate box on the Speaker Response Form. Due to guarantees, we will not accept speaker requests for complimentary luncheon tickets onsite. Additional tickets can be purchased at \$50 each. Each speaker is also entitled to one free ticket to the Thursday evening reception at the Federal Circuit.

All speakers should check in at the Speaker Registration Desk at the Crystal Gateway Marriott Hotel, 1700 Jefferson Davis Highway, Arlington, Virginia. Open registration periods are Wednesday, April 1, from 1:30 -7:30 p.m., Thursday, April 2, from 7:30 a.m.-5:00 p.m., Friday, April 3 from 8:00 a.m.-5:00 p.m., and Saturday, April 4 from 8:00 a.m. – 11:00 a.m. in the Arlington Ballroom Foyer. If you plan to check in on Thursday morning, please plan to arrive early, and no later than 8:00 a.m., due to an anticipated high volume of registrants at the desk. Morning panels will begin promptly at 8:30 a.m., so allow yourself time to check in by arriving early.

Location, Lodging, and Ground Transportation

The program will be held at the [Crystal Gateway Marriott Hotel](#), 1700 Jefferson Davis Highway, in Arlington, Virginia. **Speakers are responsible for making their own travel and lodging arrangements.** A limited number of rooms have been reserved at the [Crystal Gateway Marriott Hotel](#), at the ABA group rate of \$179.00 single/double occupancy, plus local taxes. You may make your reservation online using the group code “AABAABA” where indicated to receive the group rate. Or, call the Crystal Gateway Marriott Hotel directly at (800) 228-9290 or (703) 920-3230. Be sure to mention the ABA 2009 Annual Intellectual Property Law Conference to receive the special group rate. **Please note the cutoff date for the room block is March 9, 2009—do not wait until the cutoff date, as the room block fills up quickly.** After this date, reservations can be made on a space-available basis only. The ABA will not be able to secure a room for you. The [Metro’s Crystal City stop](#) on the Blue and Yel-

low lines is conveniently located adjacent to the hotel, and provides a convenient connection between the hotel and [Washington's National Airport](#), which is just one stop away. Travel time between the airport and the Crystal City Metro stop is about 3 minutes, and costs \$1.35.

The hotel also offers a complimentary shuttle to and from National Airport.

Onsite parking is available at the hotel for \$4 per hour, or \$14 per day. We regret that we do not offer parking validation to those choosing to park at the hotel.



Crystal Gateway Marriott Hotel, Arlington, Virginia

Transportation Information

You are encouraged to make your airline reservations on the ABA Online Travel site where you automatically receive ABA airfare discounts from a variety of carriers. Access the ABA provider, Orbitz for Business, at www.abanet.org/travel or the Orbitz toll free number (877) 222-4185.

Brochures for this conference will be available in February. Several brochures will be sent to speakers once the brochures are printed. Please distribute the brochures to colleagues and other interested parties and encourage their registration for this important 24th Annual Intellectual Property Law Conference. If you know of additional groups that may benefit from the conference, please contact us so we may forward brochures to them as well. Alternatively, you may direct colleagues to the Section website, at www.abanet.org/intelprop/spring2009 where the brochure will be posted in its entirety, including direct online registration. Your efforts are greatly appreciated.

[SAMPLE TITLE PAGE FOR WRITTEN MATERIALS]

**American Bar Association
Section of Intellectual Property Law**

The 24th Annual Intellectual Property Law Conference

	Title of Presentation	
Author's		Name
Author's		Affiliation

Arlington,

**April 1-4, 2009
Virginia**

American Bar Association
Section of Intellectual Property Law
The 24th Annual Intellectual Property Law Conference
April 1 - 4, 2009

Speaker Response Form

Please return this form by FRIDAY, February 6, 2009

Speaker/Panelist Name: _____

Please Check The Appropriate Box(es):

Audio Visual

We will be providing the following

- LCD projector & screen
- Laptop
- Table mics
- Podium mic
- Please describe any additional items you may need _____

Yes, I Have Sent:

- Biographical Sketch (via e-mail)
- Signed Speaker Release/Copyright Form (via email or fax)
- Permission to Reprint form(s) (*if applicable*)
- I have sent my written paper in electronic format (via e-mail)

FUNCTION ATTENDANCE-- Speakers and moderators are entitled to one complimentary ticket each to all events below. Please indicate which events you plan to attend. There is no ticket required for the Wednesday reception or the Friday reception, however, please indicate whether you plan to attend to assist us in planning.)

Luncheon Attendance

Thursday, April 2, 2009

- YES**, I plan to attend the Thursday luncheon. Please reserve one complimentary ticket for me.
- NO**, I do not plan to attend the Thursday luncheon.
- I wish to purchase _____ additional tickets at \$50.00 each. I have either mailed my check or paid by credit card over the phone.

Friday, April 3, 2009

- YES**, I plan to attend the Friday luncheon. Please reserve one complimentary ticket for me.
- NO**, I do not plan to attend the Friday luncheon.
- I wish to purchase _____ additional tickets at \$50.00 each. I have either mailed my check or paid by credit card over the phone.

Saturday, April 4, 2009

- YES**, I plan to attend the Saturday Networking Luncheon.
- NO**, I do not plan to attend the Networking Luncheon
- I wish to purchase _____ additional tickets at \$50.00 each. I have either mailed my check or paid by credit card over the phone.

Reception Attendance

Wednesday, April 1, 2009 (no charge)

- YES**, I plan to attend Avatars at the Bar: Virtual Gaming Reception at the Marriott. Please reserve one complimentary ticket for me.
- NO**, I do not plan to attend the Wednesday Reception.

Thursday, April 2, 2008

- YES**, I plan to attend the reception at the CAFC. Please reserve one complimentary ticket for me.
- NO**, I do not plan to attend the Thursday Reception.
- I wish to purchase _____ additional tickets at \$20.00 each. I have either mailed my check or paid by credit card over the phone.

Friday, April 3, 2009 (no charge)

- YES**, I plan to attend the Friday reception at the Marriott. Please reserve one complimentary ticket for me.
- NO**, I do not plan to attend the Friday Reception

Special Event

Thursday, April 2, 2009

- YES**, I plan to attend the Thursday, April 2 – Mock Appellate Argument.
- NO**, I do not plan to attend the Thursday, April 2 – Mock Appellate Argument

Make checks payable to the American Bar Association.

RETURN TO:

Nathaniel Hooker, Section of Intellectual Property Law, M/S 19.1,
American Bar Association, 321 N. Clark St., Chicago, IL 60654.
Phone: 312/988-5598. FAX: 312/988-6800. e-mail: hookern@staff.abanet.org

SPEAKER RELEASE

[1] Title of Program: 24th Annual Intellectual Property Law Conference
[2] Sponsoring group: Section of Intellectual Property Law
[3] Date of Program: April 1 - 4, 2009
[4] Location of Program: Arlington, Virginia
[5] Please sign and return this form by: Friday, February 6, 2009
[6] to: Nathaniel Hooker
[7] at: American Bar Association
321 North Clark Street
Chicago, Illinois 60610
hookern@staff.abanet.org

This is to confirm that the undersigned has agreed to participate in the American Bar Association program described above.

As part of its continuing legal education efforts, the ABA occasionally records its programs and makes those audio and video recordings, and/or edited transcriptions thereof, available to its members and other professionals interested in the topics being covered. We are therefore requesting your permission to record, edit, transcribe, duplicate, distribute, and perform your presentation delivered at this program, in any and all media now existing or hereafter developed, throughout the world.

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You also grant the ABA the right to use your name and voice, and, if we so choose, your photograph and biography, in connection with the presentation and the other materials.

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If the foregoing terms are satisfactory, please sign and date this agreement below and return it to the program coordinator. Execution of this Agreement does not obligate the ABA to publish your presentation or other materials.

I hereby consent to the use of my presentation as described and agree with the provisions of this release form:

[8] _____
Signature of Participant Date

[9] _____
Name (typed or printed)

[10] Address: _____

[11] _____
Title of presentation/paper

U.S. GOVERNMENT EMPLOYEES, PLEASE CHECK [a] OR [b]:

___ [a] This presentation and any accompanying written material were prepared and delivered on my own time and were not required by my assigned job or official duties as a U.S. Government employee.

___ [b] This presentation and any accompanying written material were prepared and delivered as part of my assigned job or official duties as a U.S. Government employee.

PERMISSION REQUEST GUIDELINES

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Any previously published material that is to be reproduced and distributed in a manner which exceeds the limits of "fair use." This includes articles to be reprinted in their entirety, substantial quotes, illustrations, and photocopies of material offered as part of "clearinghouse" services.

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3. Permission must always be obtained for illustrations.
4. All of the copyright agreements require the author to obtain permission to use previously published material. This not only includes quoted passages from other writer's works, but also any of the author's own publications. As a convenience, the model *Permission Request* may be provided to the author for this purpose.

In addition, the author should attach a rider to the agreement indicating exactly which portions have already been published and by whom. We must have this information to formally register the copyright at the Copyright Office. The generic *Rider* included here may be used for this purpose, although any statement in writing from the author will suffice.

5. If the project coordinator or editor selects an article that has been previously published, then he or she will need to obtain a written permission grant from whomever controls the rights to the work. Generally, it is best to contact the publisher first. Send the publisher a *Permission Request* at least a month prior to publication. The publisher's address is often printed on the copyright page of the work. If it is not, a reference work entitled *Literary Market Place* contains the addresses of all the publishers in the United States.⁶ If the publisher cannot grant the permission, they should tell you who to contact.

7. OBTAINING PERMISSION USUALLY TAKES ONE TO TWO MONTHS. Editorial decisions and production plans should be made accordingly.

Exceptions:

1. Works in the public domain.
2. Works of the U.S. Government.
3. Brief quotations. However, the source should always be acknowledged.
4. Fair use. Learned Hand called the question of fair use "the most troublesome in the whole law of copyright." The underlying idea of the fair use doctrine is that the use of copyrighted works in a "reasonable manner" promotes intellectual progress and benefits society as a whole. The copyright law provides four factors to help determine what is "reasonable":
 - (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
 - (2) the nature of the copyrighted work;
 - (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole;
 - (4) the effect of the use upon the potential market for or value of the copyrighted work.

The law also mentions that use of copyrighted works "for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright." 17 U.S.C. sec. 107.

5. Limited use by libraries or archives. Some, but not all, of the "clearinghouse" material will fall into this category. The rule of thumb is:

A single copy of no more than one article from a collection or periodical issue, or a small part of any other work, made at the request of a single individual specifically for private study or research may be made without obtaining permission from the copyright proprietor, provided that such requests are isolated and unrelated.

PERMISSION REQUEST

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AUTHOR/EDITOR: _____

ON PAGES NUMBERED: _____

This material is to appear as originally published (unless otherwise noted on the reverse side of this letter) in CD-ROM PDF file format in the following work to be published by the American Bar Association:

TITLE: *The 24th Annual Intellectual Property Law Conference*

AUTHOR/EDITOR: ABA Section of Intellectual Property Law

PROPOSED DATE OF PUBLICATION: April 1, 2009

APPROXIMATE NUMBER OF PAGES: 900

NUMBER OF CD-ROMS TO BE DUPLICATED: 800

Number of bound copy printouts to be duplicated: 150

PRICE PER COPY OR SUBSCRIPTION RATE: \$75.00 (CD and hard copy same price)

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Thank you for your consideration of this request. For your convenience, a release form is provided below, and a duplicate copy of this request is enclosed for your files.

Sincerely,

=====

The above request is hereby approved on the understanding that full credit will be given to the source.

APPROVED BY: _____

DATE: _____

BIOGRAPHICAL SKETCH GUIDELINES

The key to a good bio for the purpose of this CLE program is to keep it **short**, keep it **simple**, keep it in **prose format**, and highlight the experience of the speaker in light of the presentation he/she is doing at this program. Submit it in electronic format as an attachment to an e-mail. The bio should be in either Word or WordPerfect format.

- ❖ Note that the bio begins with the full name of the person, and his/her current title/occupation and firm/agency in city/state, followed by “[where he/she specializes in the practice of [detail the specialty here]”, or something along those lines. Follow this with a brief listing previous professional experience in reverse chronological order.
- ❖ The next paragraph can explain professional associations, publications, activities in the field. Do not cite individual cases, publications, or civic activities in a "laundry list"-- pick out one or two relevant items, or summarize the experience (for example, “he/she has authored numerous publications and articles in the field of _____”; or “he/she has been a featured speaker at numerous conferences on the topic of _____”).
- ❖ Finish off with education (*e.g.* J.D., Master, B.A., etc. in reverse chronological order), followed by bar or court admittances. Do not include personal life items such as spouse, children, hobbies, religious affiliation, place of birth, name of dog, favorite ice cream, or other such personal facts.

A SAMPLE BIOGRAPHICAL SKETCH:

JOHN J. DOE

John J. Doe, is a partner with Smith, Jones, Brown and Doe, in the firm's Washington, D.C. office. He practices patent, antitrust, international and corporate transactional law. He has worked extensively in matters involving international patents and trade secrets, U.S. export controls, and negotiations in the steel, chemicals, automobile, finance, textile, electronics, machinery, new materials and agricultural industries. Prior to joining Smith, Jones, in 1990, Mr. Doe was a partner with Johnson & Johnson in Baltimore. He served as an attorney with the U.S. Patents and Trademark Office from 1971 until joining Johnson & Johnson in 1980.

Mr. Doe has written and lectured on legal topics relating primarily to patent litigation and corporate transactions.

He is a member of the American Bar Association, the American Society of International Law and the Washington Institute of Foreign Affairs. He is a Vice Chair of the ABA Section of Intellectual Property Law, where he chairs the International Trade Committee.

He earned his J.D. in 1970 from Yale University, and his B.A., *magna cum laude*, in 1965 from Williams College, where he was Phi Beta Kappa. He is admitted to the bars of the District of Columbia, the Federal and D.C. Circuits and the U.S. Supreme Court.