

Reporter Duties and Functions

Communication

Reporters should take the lead in initialing communication within the pupilage group.

- Start early
 - Group getting to know each other
 - Group choosing a topic for presentation
- Seek input from the judge and veteran Inn members
- Become a communication “hub” for the whole group
- Think about the best way for your group to communicate
 - In-person meetings (recommended)
 - Phone conferences
 - Email

Reporters need to also communicate with others outside the pupilage group.

- (Based on group discussions) Contact Master-Advisors
 - Alert all of the Master-Advisors of your group’s topic
 - Contact specific Master-Advisors whose expertise fits your topic
- Contact the Executive Committee (Judges Blizzard and Vasquez can be contacts)
 - Let us know your topic
 - Feel free to ask questions (e.g., logistics)
 - Advise us of any problems
- Contact all of the other Reporters
 - Let them know your group’s topic (per deadline, below)

- Consider other Reporters a resource for advice
 - On planning generally
 - On a specific technique or procedure another group used
- (Based on group discussions) Contact others outside the Inn
 - Potential panel members (experts)
 - Look for balance
 - Potential sources of information (even if not for panel)

Planning

Be in the forefront of formulating your group's program.

- You don't have to do all the planning
 - Become a repository of ideas
 - Keep the discussion going
 - Bring the discussion to a conclusion
- Make a timeline (be realistic)

FIRST DEADLINE: At least 90 days before your presentation: Have your group's topic chosen and communicated to the Executive Committee and all other Reporters

- This is to avoid duplication
- Topic Selection – Open
 - A subject of current legal interest
 - Be conscious of the Ethics requirement (at least .25 hours)
 - Suggested topics will be listed on the Website (based on Survey)
- Presentation Format – be creative
 - Consider: skits, panel discussions, PowerPoint, mixed media

- Remember Inn goals/ ideals:
 - Ethics, Civility, Professionalism, Legal Excellence
- Also, try to foster audience participation

Preparation

- Delegate tasks
 - Divide up the program concept into sub-groups
 - Get volunteers / assign heads of sub-groups
 - Keep the sub-groups on the timeline
 - leave room for “extensions of time”
 - Check on the sub-groups’ performance (politely)
 - If tasks are not getting done, consider sifting members or rethinking presentation plan
 - Use Judge / veteran members to assist in keeping group involvement at a high level
 - Expect varying degrees of participation among group members
 - Some members will simply have too much else to do
 - Look for ways for them to contribute (providing a meeting place or a group conference line; reproducing handouts)
 - Do your best to give everyone a role in either preparation or presentation (or both)
 - Be sure to include students (be aware of their schedules)

SECOND DEADLINE: At least 30 days before your presentation: Provide a brief (one or two paragraph) description of your presentation to the Executive Committee

- This is to allow the Inn President to speak briefly about your program at the Inn meeting prior to your presentation, and to send a message about it by email to the entire Inn a few weeks before it is presented

- Schedule rehearsals
 - Find a location that makes the most sense for the greatest number
 - Include Master-Advisors who want to observe / comment
 - Plan the length of each segment of your presentation
 - Be aware of time limits
 - Your program should run about one hour, though it can be longer if you start a little earlier – try not to go past 8:30
 - A typical Inn evening schedule (these are approximate times):
 - 5:30 to 6:15 -- Social time
 - 6:15 – Brief announcements
 - 6:20 – 7:00 Dinner
 - 7:00 – 7:10 – Further announcements / guest introductions
 - 7:10– 8:10 Program

FINAL DEADLINE: At least two weeks prior to your presentation: Provide any materials relating to your program that are in electronic format to the Inn Webmasters for publication on the Inn website (the webmasters are Jim Nolan and Paul Hemesath)

- This only applies if you have material that can be posted electronically
- The night of the presentation – help make sure everything flows well
 - Anticipate whether there are other things on the program that may affect your schedule (ask Executive Committee)
 - Arrive early (find out when the doors are open at Odd Fellows)
 - If you need to have the meal start or other things happen to stay on schedule, let Executive Committee know
 - Make sure somebody will be setting up and breaking down whatever equipment or other set-up you will be using

- Enjoy yourself! Help make it fun for everyone in your group

Further Group Interaction

- In the days following the presentation, consider sending an email to your group congratulating them on the presentation
- You are encouraged to get together as a group, or as subgroups, at other times not related to preparation for your presentation
- Remember that one of the goals of the Inn is a mentoring function for law students and new attorneys